

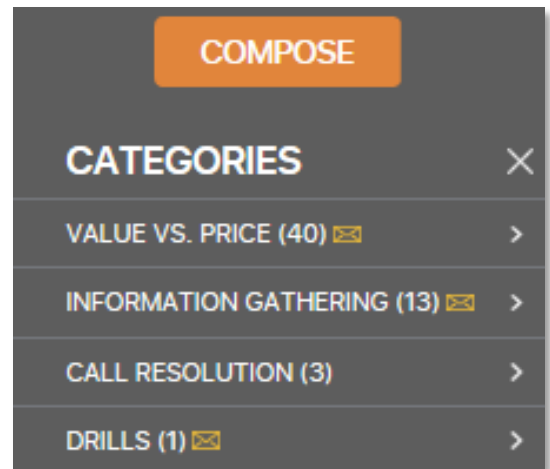
» **How do I send a message to a coach or a user? (Admin)**

Composing a Message

You can compose a new message to any user(s) by clicking on the Compose button at the top of the **Category Tree**.

Here you can simply send a message to any or all users in Communication Coach by filling in the fields.

- Start by selecting the user(s) to receive the message from the drop-down box in To
- Add **the Subject** and your message in the appropriate spaces
- Once complete you can **Send, Save as a Draft** if you'd like to come back to this later or **Discard** if you decide not to send it
- Users can only respond to messages you send directly to them. They cannot compose new messages.
- Users will receive an email notification and a ComCoach Mail message.



**New Message**

To

Subject

Enter message

**SEND** **SAVE TO DRAFT** **DISCARD**