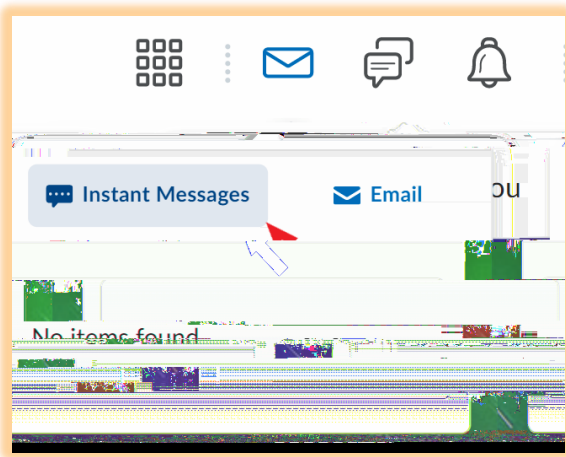


Use the Instant Messages tool to quickly communicate with other learners or your course instructor.

1. After entering Brightspace through Panther Central, go to the top right corner of the page.
2. From the **Messages** icon on the minibar go to **Instant Messages**.



1. On the **Instant Messages** page, do one of the following:  
 Select the users from your Friends list and click **Send Message**.  
 Click **Compose** button, type a message and click **Send**.
  2. You can also send an **Instant Message** from the Classlist.  
 From the Classlist page, select the left checkbox next to a name and then click **Send Message** at the top of the table.  
 Type a message and click **Send**.
- 
1. On the Friends page, click **Add Friends** button.
  2. You can enter a name in the **Search** field, or you can simply click **Search** to do a blank search.
  3. Select the check boxes beside the users you want to add.
  4. Click **Add** button.
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1. On the Friends page, select the check boxes beside the users you want to remove.
  2. Click **Remove**.