Sending a Message to a Classmate via Class Website

January 31, 2021

You may someday want to contact a classmate but don't have their phone number or email address. Turns our class website can help.

This works only if 1) the classmate has joined the website, and 2) still uses a computer/phone to check email and/or log on our class website. If not, they won't see your class website message.

Here is a quick tutorial on how to send a message to a classmate via our class website.
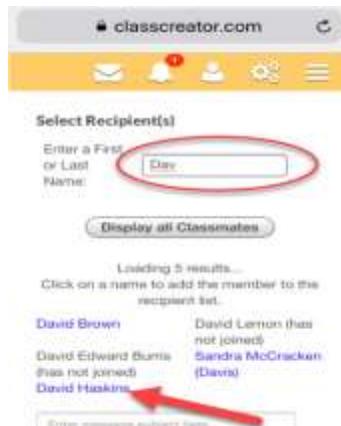
1. After signing in to our class website, click the "letter" icon at the top part of the home page.
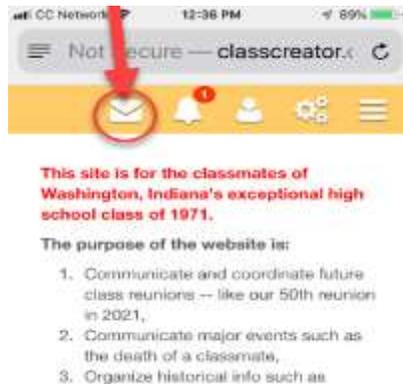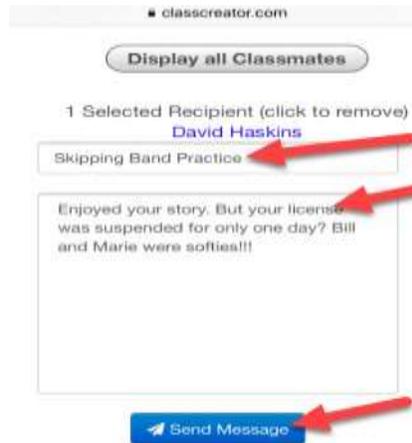

2. Click the "Compose New Message" blue button.
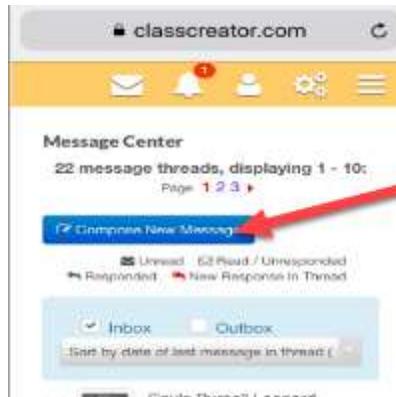
3. Type the classmate's name. Then click the classmate's name when it appears in the results.

4. Next type the "Subject" and then your message. When ready, click the "Send Message" button.

5. After clicking "Send Message", you will see a confirmation the message was sent. Note the "Inbox" and "Outbox" check boxes. They control if you see your incoming or outgoing messages.

6. Click the "Outbox" box to see your outgoing messages, which includes the "Skipping Band Practice" from our example. Click the "Inbox" to see messages sent to you from classmates.
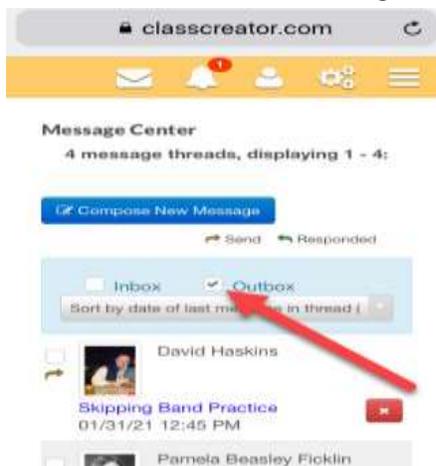
7. That's it. But a request before you go. Please contact a classmate or two to encourage them to attend our 50th and to contribute a story to our "Stories from Your Life" collection. Thank you!