

Software Support

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Private messages

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Private Messages let you send and receive messages directly with other workspace members, workspace managers or the site owner.

Sending Private Messages

When you are in a workspace you can click on any member's name, wherever it is displayed, and click on the email link to send them a private message.

To send a message to the site owner or a workspace manager, go to the Private Message page (**Account** dropdown in the top menu, pick **Private Messages**), then choose **New Private Message** in the Actions Menu. You can pick Site Owner and Workspace Managers in the to field on the compose page.

Receiving Private Messages

You'll receive an email each time you have a new private message.

You can also read and reply to private messages sent to you as an individual by selecting **Private Messages** in the **Account** dropdown in the top menu bar. If you are a Workspace Manager you'll see messages sent to you in that role under **Manage Workspace > Private Messages**. If you are a Site Owner you'll see messages sent to the Owners under **Account > Site Admin > Private Messages**.

You can also add a dashboard item to your [personal dashboard](#) which will list any unread private messages you have received in any capacity.

When a recipient marks a message as read online, the sender of that message will also be able to see that it has been read. For workspace manager and site owner messages, when any manager or owner reads the message it will be marked as read for all managers/owners.

Related Pages

- [Dashboard items](#)
- [Creative uses for your Kahootz dashboard](#)