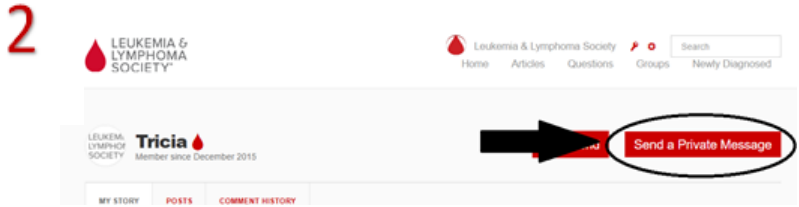
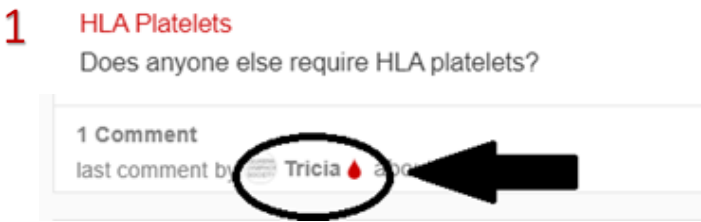


# LLS Community Guide: Private Messaging

To message a specific member:

1. Click on a **member name** (this can be from a post, comment, reply or search for the LLS Community member) and you will see their profile page.
2. Click the **"Send a Private Message"** red box and you will be taken to the "Start a Conversation" page.
3. Enter your message topic in the **Subject** line and your message text in the **Body** field box.
4. Click the **reCAPTCHA** box and complete security question.
5. Click the **"Start Conversation"** red box to submit your message to that per:



To view messages and replies:

1. Once logged in, on any page click the gear (settings) icon.
2. Click on the gray word **"Conversations"**.
3. You will see a list of member display names and the conversations/messages you have exchanged. Click on the red subject line of the message to view.

