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. Click the **Conversations** red box and you will be taken to the "Start a Conversation" page.
4. Enter your message topic in the **Subject** line and your message text in the **Body** field box.
5. Click the reCAPTCHA box and complete security question.
6. Click the "Start Conversation" red box to submit your message to that person.

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.