

# Create Message

1

Click on  'Beskeder' ('Messages') to open the notification module.

2

To create a new message, click on the  'Ny besked' ('New message') icon.

3

You can now  write a message by entering the recipient under 'Til' ('To'). By typing the person's name the search function will display the people who have a relationship with the person. For example, if you are searching for a child, the child's educational staff, parents and groups to which the child belongs will appear. You can also choose to search for groups and send the message to all people associated with the group.

4

Next, fill in 'Emne' ('Subject') and then write your message in the section 'Besked' ('Message').

5

You can click on  'Tilføj fil' ('Add file') to upload a file to be attached to the message.

6

If the message contains sensitive information, you should mark the message by clicking on  'Marker som følsom' ('Mark as sensitive').

7

Finally, click on the button  (CREATE)

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If you do not want to be notified of new messages in the conversation, you can always decide to 'Mute'  it by clicking 'Flere' ('More'). If you no longer want to participate in the conversation, you can also choose to 'Leave' the message thread.