

# Write Private Message

Last Updated Friday, 27 June 2008

## How to Access

Select Tools &rarr; Write Message from the drop-down menu on the back-end of your Joomla! installation. Or click the "New" icon in the toolbar of the Private Messaging screen.

## Description

This screen lets you write and send a private message.

## Screenshot

## Details

- To. Select the User you wish to send the message to from the drop-down list box. Note that only Users who are members of the "Super Administrator" group can read private messages.

- Subject. The subject of the message.

- Message. The body of the message.

## Toolbar

At the top right you will see the toolbar:

- Send. Send the message. Note that the Subject and Message fields cannot be blank.

- Cancel. Go back to the main screen of the Manager, without saving the modifications you made.

- Help. Opens this Help Screen.

## Related Information

- To view, reply to, and delete Private Messages: [Private Messaging](#)

- To read Private Messages: [Read Private Message](#)