

## Chapter 18: Messages

Last Updated Tuesday, 01 November 2005

A basic Private Messaging system is available to facilitate work flow events and also to send notes or messages to other Joomla Administrators. The number of unread messages you have is displayed on the right of the Infobar above the editing icons. Some Components also will use your Inbox to notify you of events such as new content being submitted.

This will display as a link to your "Inbox" when the number of unread messages is greater than zero. There are two items in this menu: Configuration and Inbox.

### Messages Configuration:

There are two configurable options available to your Administrator. Use the select box to choose your option: 'Yes or No'.

### Lock Inbox:

This option allows you to prevent Administrators or System processes from sending you messages. If you are the only administrator or work with a small group of admins you may choose not to use the messaging feature at all. It is a good idea to leave the box open while you are adding new components as it will help you be aware of system processes.

### Mail me on new Message:

This option will result in an email being sent to you each time you receive a new message.

To configure your private message, click this [Help Screen](#) link.

### Private Messages Configuration

### Messages Inbox:

Private messaging is only supported to or between users in a group that has access to the Admin Section. The "Inbox" Icon is accessible to all 3 admin groups: Managers, Administrators, and Super Administrators. The Messages Menu is only accessible to Super Administrator.

The Inbox (menu or Icon) link takes you to an overview screen of all your received messages, displaying the message's subject, sender, date it was sent, and its status (read or unread). Here, you can read individual messages by clicking their title, delete any unwanted ones, and compose new messages by clicking the New icon in the toolbar.

When sending a new message, you will be presented with a drop-down menu to select the user you want to message, and two fields for title and message.

NOTE: This feature is intended only for short messages.

To delete one or more messages, tick the checkbox in front of it/them, and use the "Delete" button in the toolbar.

To manage your private messages, click this [Help Screen](#) link.

### Messages Inbox

NOTE: Registered Users may choose to disable receiving messages when they register or edit their profile.

### Mass Mail:

The Mass Mail page allow you to send a message by email to one or more groups of Users.

Group - Make a selection from the list. Select All User Groups to mail the message to all users. Only one selection can be made from this list.

Mail to Child Groups - Check this box if you wish to automatically include all of the child groups of the selected group. For example, if you select the Editor group and check this box, all users in the Publisher group will also be included in the mass mail.

Subject - Type a subject for the message.

Message - Type the body of the message. When you are finished, click the "Publish" icon to mail the message or the "Cancel" icon to abort the mail.

To learn how to mail your Users, click this [Help Screen](#) link.

#### Mass Mail Users

NOTE: Only a user in the Super Administrator group is permitted to use this feature.

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If you would like to submit suggestions/corrections, please visit the doc forum.

<http://forum.joomla.org/index.php/board,59.0.html>

Thank you!

Michelle Bisson  
Documentation Team Co-Leader