How-To Contact a Workspace Member

Chris Holt - 2022-08-12 - How-To

1. Log in to your Kahootz site.
2. Click on your “**Name**” at the top right corner of the page to open your account menu.
3. Select **"Private Messages"** from the drop-down menu.
4. Click **"New Private Message"**.
5. Select the user's name from the **"Send to User"** drop-down
6. Enter a **"Subject"** and your **"Message."**
7. Click **"Send Message."**