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## 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.**"