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## How-To Contact a Workspace Member

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If you need to contact a Workspace Member, please follow these steps below.

1. Login into your Kahootz site.
2. Select "**Private Messages**" from the left-hand side menu or click "**Account**" then "**Private Messages**" from the drop-down menu.
3. Under the "**Actions**" menu, click "**New Private Message.**"
4. Select "**A Workspace Member**" from the "**To**" drop-down menu.
5. Select the member's name from the "**Send To**" drop-down menu.
6. Enter a "**Subject**" and "**Message.**"
7. Click "**Send Message.**"