How-To Contact a Workspace Member

Software Support - 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."**