

# I4PL Member Messaging

## How-to Guide



I4PL now offers you the opportunity to directly message other members.  
NOTE: you must be a 'connection' in order to message another member.

Step 1. Go to The Institute for Performance and Learning Website  
<https://performanceandlearning.ca/> and sign in to your profile

Step 2. Click "Messages" under the right side ribbon labelled "My Profile"

The image shows a screenshot of the I4PL website. At the top, there is a teal navigation bar with the following items: CONTACT US, SIGN IN, JOIN, a search bar with the placeholder text "Enter search criteria...", and social media icons for Facebook, Twitter, LinkedIn, and Instagram. Below the navigation bar, the website content is divided into several sections. On the left, there is a "MEMBER LOGIN" section with a welcome message. In the center, there is a "LATEST NEWS" section with a "MORE" button. On the right, there is a "MY PROFILE" dropdown menu with the following options: Profile Home, Manage Profile, Create Resumé/CV, Groups, Files & Links, Messages, Connections, Membership Info, and Refer a Friend. A red arrow points from the "SIGN IN" link in the navigation bar to the "MY PROFILE" dropdown menu. Another red arrow points from the "Messages" option in the dropdown menu to the right.

THE INSTITUTE FOR PERFORMANCE AND LEARNING

CONTACT US SIGN IN JOIN Enter search criteria... f t in @

ABOUT MEMBERSHIP CERTIFICATION LEARN WITH US RESOURCES

MEMBER LOGIN

Welcome to the online community. Because of the built-in security features, you must first register and be approved before accessing many site sections. If you are not a member of the site yet, please register - we'd love you to be part of our online community.

LATEST NEWS MORE

2023-04-24 Participate in the Survey of Informal Learning Practices in Organizations

2023-03-10

MY PROFILE

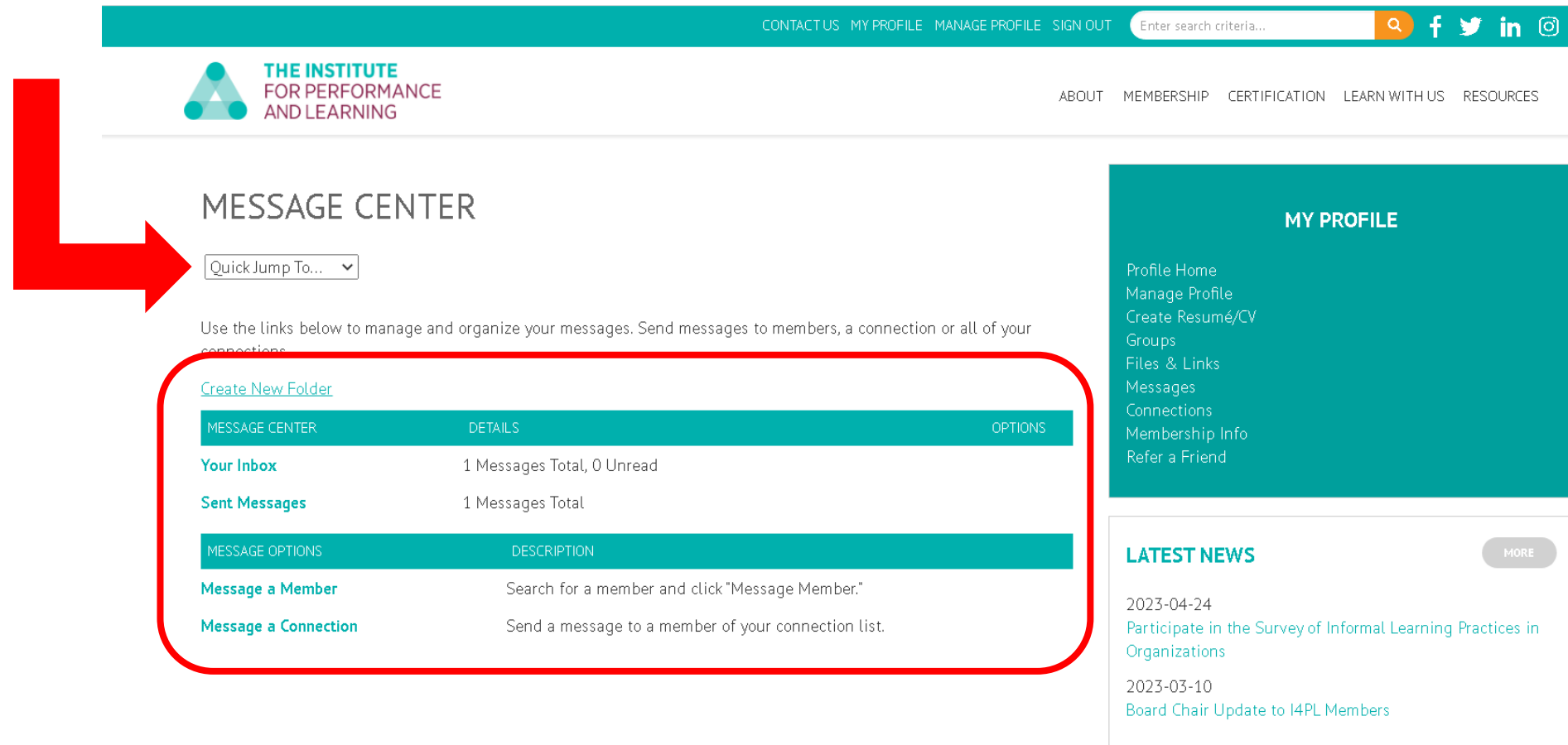
Profile Home  
Manage Profile  
Create Resumé/CV  
Groups  
Files & Links  
Messages  
Connections  
Membership Info  
Refer a Friend

LATEST NEWS MORE

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2023-03-10 Board Chair Update to I4PL Members

Once you are in the Message Center you can see your chats from other members and send messages to other members. Use the “Quick Jump to...” menu to access messages even more easily.



The screenshot shows the Message Center interface. A red arrow points to the "Quick Jump To..." dropdown menu. Below the dropdown, there are instructions and a table of message options. The table has two sections: one for message folders and one for message actions.

**MESSAGE CENTER**

Quick Jump To... ▾

Use the links below to manage and organize your messages. Send messages to members, a connection or all of your connections.

[Create New Folder](#)

MESSAGE CENTER	DETAILS	OPTIONS
<b>Your Inbox</b>	1 Messages Total, 0 Unread	
<b>Sent Messages</b>	1 Messages Total	

MESSAGE OPTIONS	DESCRIPTION
<b>Message a Member</b>	Search for a member and click "Message Member."
<b>Message a Connection</b>	Send a message to a member of your connection list.

**MY PROFILE**

- Profile Home
- Manage Profile
- Create Resumé/CV
- Groups
- Files & Links
- Messages
- Connections
- Membership Info
- Refer a Friend

**LATEST NEWS** [MORE](#)

- 2023-04-24 [Participate in the Survey of Informal Learning Practices in Organizations](#)
- 2023-03-10 [Board Chair Update to I4PL Members](#)

To view your new messages click on the message, you can also mark as Read, Un-Read or Delete the message in this section.

CONTACT US MY PROFILE MANAGE PROFILE SIGN OUT Enter search criteria... f t in

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### MESSAGE CENTER – INBOX (1)

Quick Jump To... ▾

[Mark as Read](#) [Mark as Un-Read](#) [Delete](#)

	FROM	SUBJECT	RECEIVED
<input type="checkbox"/>	Erin Spink	You're invited to join my Connection...	2023-04-27

### MY PROFILE

- Profile Home
- Manage Profile
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### LATEST NEWS

MORE

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