

## Send a message through the website

Please note: contact information for CISVers under the age of 16 years old is not available.

You can contact other CISVers using the **Message centre**. The **Message centre** works just like email. Click on **Message centre**.



Steve Smith / Your Social Profile

myCISV

Search...

- Home
- About us
- CISV Programmes
- CISV Education
- Volunteer
- Donate
- Resources

home » cisv activities

Like Send Sign Up to see what your friends like.

- Welcome
- CISV Activities
- My profile
- Find a programme
- Message centre**
- Member's directory
- NA/Chapter directory
- NA Member's directory by roles
- International official's directory

### My CISV



- I want to claim participation in a programme
- I want to edit my profile
- I want to search for other CISVers in the members directory
- I want to browse the NAs and Chapters in the NA directory
- I want to send and read my emails in the message centre

Add bookmark

This is the **Message centre**. To write a new email, click on the **Compose** button.

home » cisv activities » message centre

Like Send Be the first of your friends to like this.

- CISV Activities
- Message centre**

### Messaging centre

**Compose**

inbox sent archive

Keywords  Search Clear

Filter All

No results were returned for your criteria

This is a new email message. Click on the **To** button to select an email address.

The screenshot shows the messaging centre interface. On the left, there is a sidebar with 'CISV Activities' and 'Message centre'. The main area is titled 'Messaging centre' and contains a form for composing an email. The 'To...' button is circled in red. Below it are 'Cc...' and 'Subject' fields. The 'Body' field has a rich text editor with bold, italic, and link icons. At the bottom right, there are 'Send' and 'Cancel' buttons.

Add bookmark

An address box will pop up with a list of all the groups or users you have permission to contact. Click on the group or user you wish to email, click **Select**.

The screenshot shows a pop-up address box with a search bar containing 'mcclure'. Below the search bar is a table with columns 'Last Name', 'First Name', and 'Description'. The table lists four entries, all with 'McClure' as the last name. The entry for 'Lisa' is highlighted. The 'Select' button at the bottom is circled in red. Four numbered instructions are overlaid on the screenshot:

1. Pick between Groups and Users.
2. Enter a name, click **find**.
3. Click on the name of the person or group you want to email
4. Click **Select**

The bottom of the pop-up shows a pagination bar with 'Page 1 of 1' and 'Displaying Users 1 - 4 of 4'.

The person or group you pick is added to the email. You can copy others into the message, click the **Cc** button. You can remove a person by clicking the red cross.

Give the message a **Subject** and write your message in the large **Body** box. You are ready to click **Send**.

## Messaging centre

The screenshot shows the email composition interface. At the top, there are fields for 'To...' (Account, Test with a red X and a 'Clear' button) and 'Cc...'. Below these is the 'Subject' field containing 'Test email'. The 'Body' field contains 'Test Email' and has a rich text editor toolbar with icons for bold (B), italic (I), link, unlink, and image. At the bottom right, there are 'Send' and 'Cancel' buttons, with the 'Send' button circled in red.

Reading a message  
Here is a typical message.

The screenshot shows the messaging centre interface with several annotations:

- Check your sent items or archive:** Points to the 'sent' and 'archive' tabs in the top navigation bar.
- Search for an email:** Points to the 'Keywords' search box and the 'Search' button.
- Change the view from tile view to grid view:** Points to a view toggle icon (a grid of four squares).
- Reply, forward or archive this message:** Points to the 'reply', 'forward', and 'archive' buttons above the message preview.

The interface includes a 'Compose' button in the top right, a 'Filter' dropdown set to 'All', and a message preview for 'Lisa McClure (18 February 2013) Hi Steve'. Below the preview, it says 'Showing 1 of 1' and has 'archive' and 'flag' buttons.

The tick box (highlighted by the red circle) selects a message. You can choose to archive it or flag it. You can delete messages from your archive.

## Messaging centre

The screenshot displays a web-based messaging interface. At the top right is a blue 'Compose' button. Below it are tabs for 'inbox', 'sent', and 'archive'. The 'inbox' tab is active. On the left, a message preview is shown with a blue border. It includes buttons for 'reply', 'forward', and 'archive'. The message details are: Received 19/02/2013 10:06, Sender Lisa McClure, Subject Hi Steve. The message body contains the text: 'Did you remember to send in your form?', 'Thanks', and 'Lisa'. On the right, there is a search bar with 'Keywords' and 'Search' and 'Clear' buttons, and a 'Filter' dropdown set to 'All'. Below the search bar is a table of messages with columns for 'Subject', 'Date', and 'From'. A single message is listed: 'Hi Steve', '18/02/2013 15:29', 'Lisa McClure'. A small square icon to the right of the message is circled in red. Below the table, it says 'Showing 1 of 1'. At the bottom right, there are two buttons: 'archive' and 'flag', both circled in red.

### More useful guides:

[Help – using myCISV directories](#)