

This step-by-step guide will demonstrate how to send messages and manage contacts in the **Pager** tool in Desire2Learn (D2L).

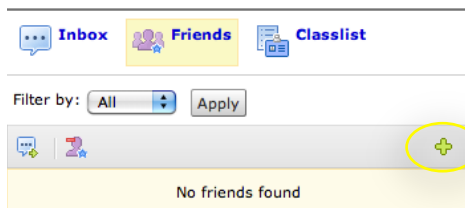
## How to Use the Pager

1. Select the **Pager**.



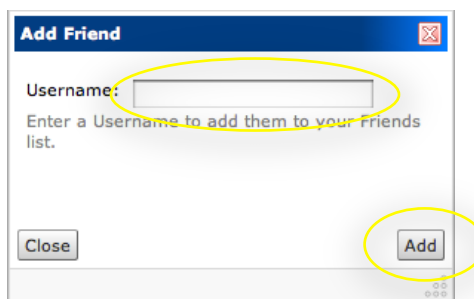
## Add Friend(s)

2. Select **Add icon**.



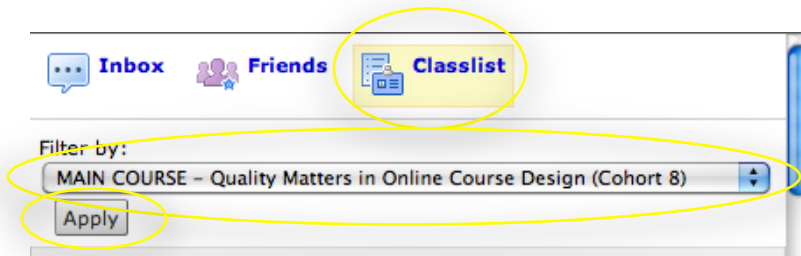
Powered by Desire2Learn Incorporated

3. Enter the contact's username. Select **Add**.

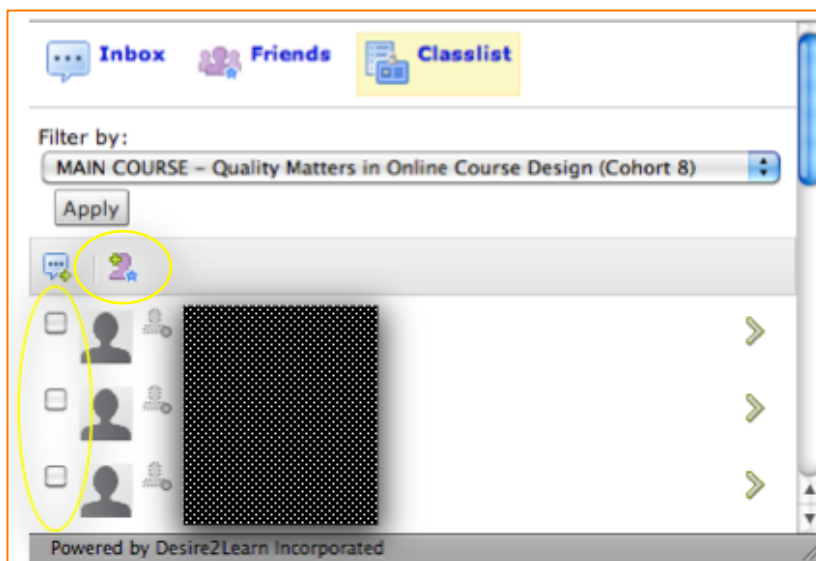


4. Select **Classlist**

- i. Select a course from the dropdown menu. Select **Apply**.



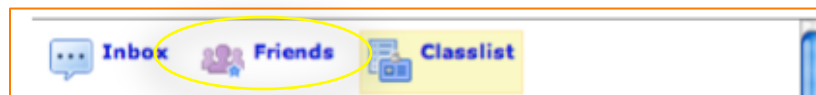
- ii. Select the user(s) to add.



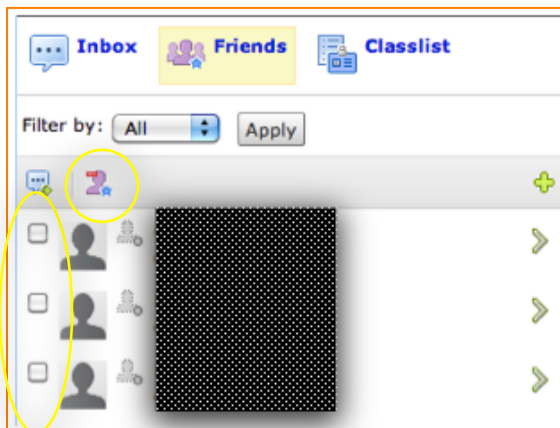
- 5. Select **Add Friend icon**  .

**Remove Friend(s)**

- 6. Select **Friends**.

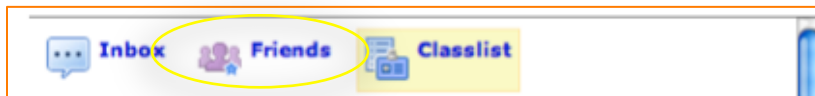


- 7. Select the friend(s) to be removed.
- 8. Select **Remove Friends icon**  .



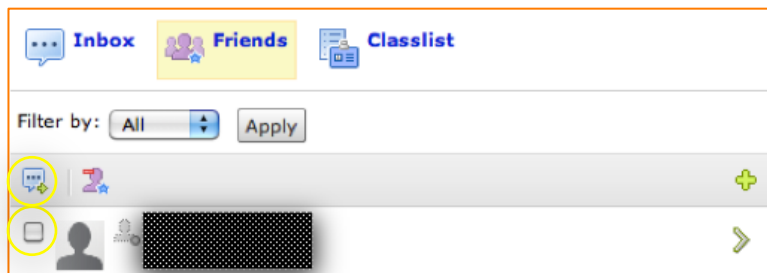
### Send Page

- 9. Select **Friends**.



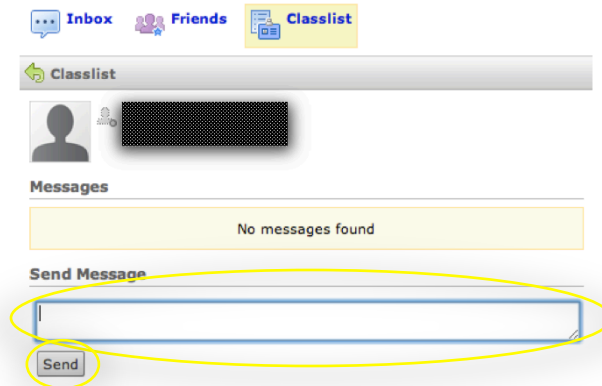
- 10. Select intended recipients of the message

- 11. Select the **Send Message icon**  .



12. Enter your **Message**.

13. Select **Send**.



14. *Optional:* Select the **Inbox** icon to view message history between you and a contact.

