


What is the Pager?

The pager is an online messaging tool you can use to send text messages directly to other users who are currently logged into D2L. Use the pager to:

- Quickly get an answer from someone currently online.
- Let others know that you're online too.
- Invite others to join a chat or discussion.
- Notify someone of an email.

The pager tool is faster than waiting for a response through email.

Accessing the Pager

From your Course Home page, click the **Pager** icon () or the **Pager** link on the navigation bar.

The main Pager pop-up window displays.



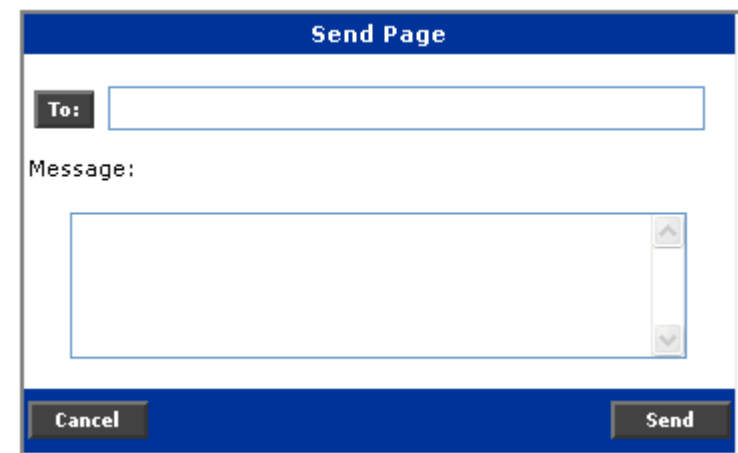
A **P** beside a user name means that a page has been sent by that user. Click on the **P** to view the message.

Sending a page

From the main Pager pop-up window:

1. Click **New Page** or click on a contacts name.


The Send Page pop-up window displays.



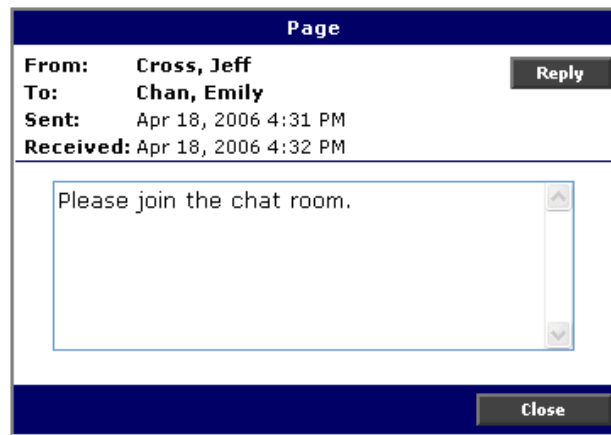
2. Type the recipient's name in the **To** field, or click on the **To** button and choose one or more recipients from your Contacts list.
3. Type a **Message**.
4. Click **Send**.

Incoming pages

When you receive a new page you will be notified by a sound

signal or you will see the word "Page" () displayed in the green part of the **Page** icon, depending on your settings.

Click the **Page** icon () to view your new message.

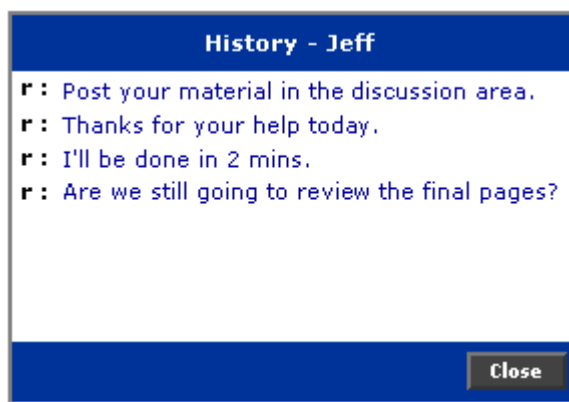


Viewing a list of pages

To view a log of pages you have received:

1. Click the **H** button beside a user's name.

The pager History pop-up window displays.



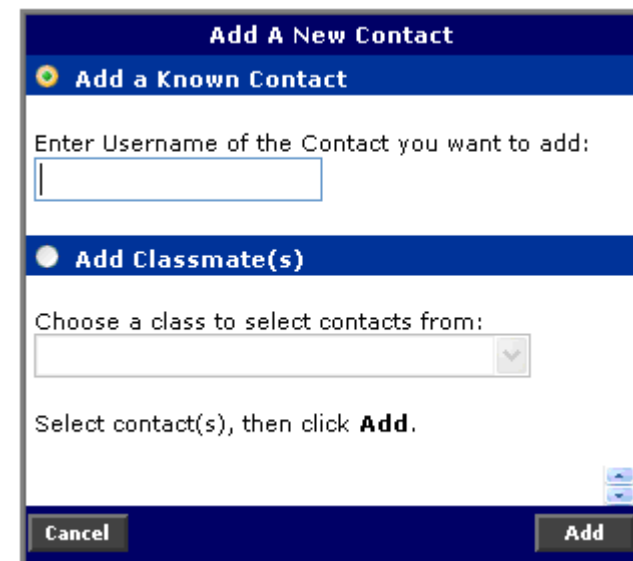
2. **Select** a blue link to view details for the associated message.

Adding and removing contacts

To add a personal contact from the main Pager pop-up window:

1. Click **Add**.

The Add Contact page displays.



From here you can select to add the following types of contacts:

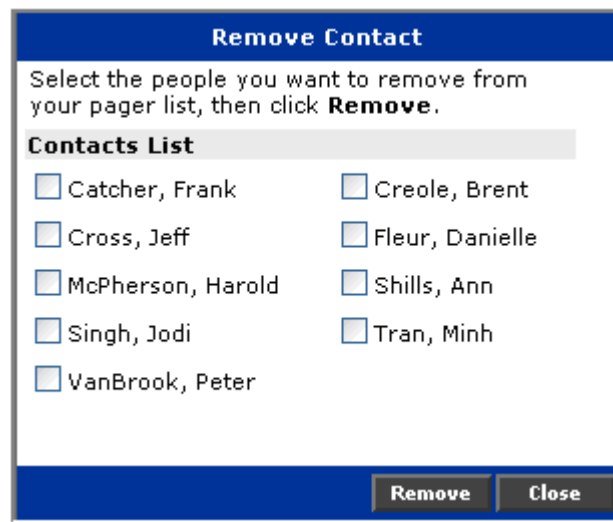
- **Known Contact:** Type in the username of the person you wish to add and click the **Add** button. Choosing this option enables you to add any users within your organization; you do not have to be enrolled in the same class.
- **Classmate(s):** Select the circle beside the **Add Classmate** option. From the drop-down list, select your course. Your classmates should appear underneath with boxes beside each name. **Check** the boxes of the classmates you would like to add and click **Add**.

When you are paged by users who are not currently on your contact list, they are listed on the main Pager pop-up window as Unknown. Click the **Plus** icon (+) beside their names to add them to your contact list.

To remove a contact from the main Pager pop-up window:

1. Click **Remove**.

The Remove Contact dialog displays.



2. **Check** the boxes beside the names you want to remove from your contact list.
3. Click **Remove**.

The contacts are removed.

Getting help with the pager

Click the **Help** button to view a page describing the Pager functions, buttons, and links.

