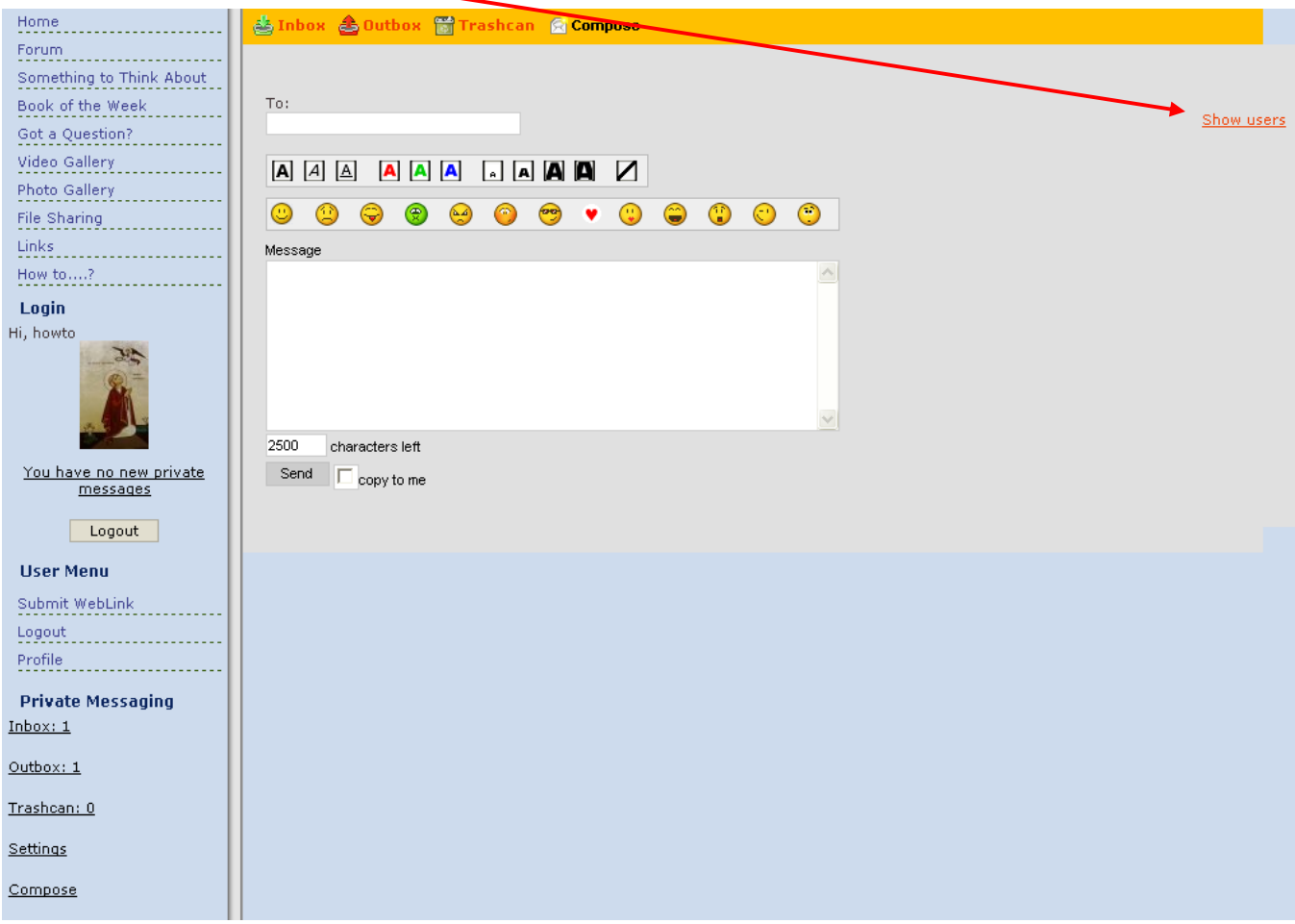
"How To" # 2 – Sending a Private Message

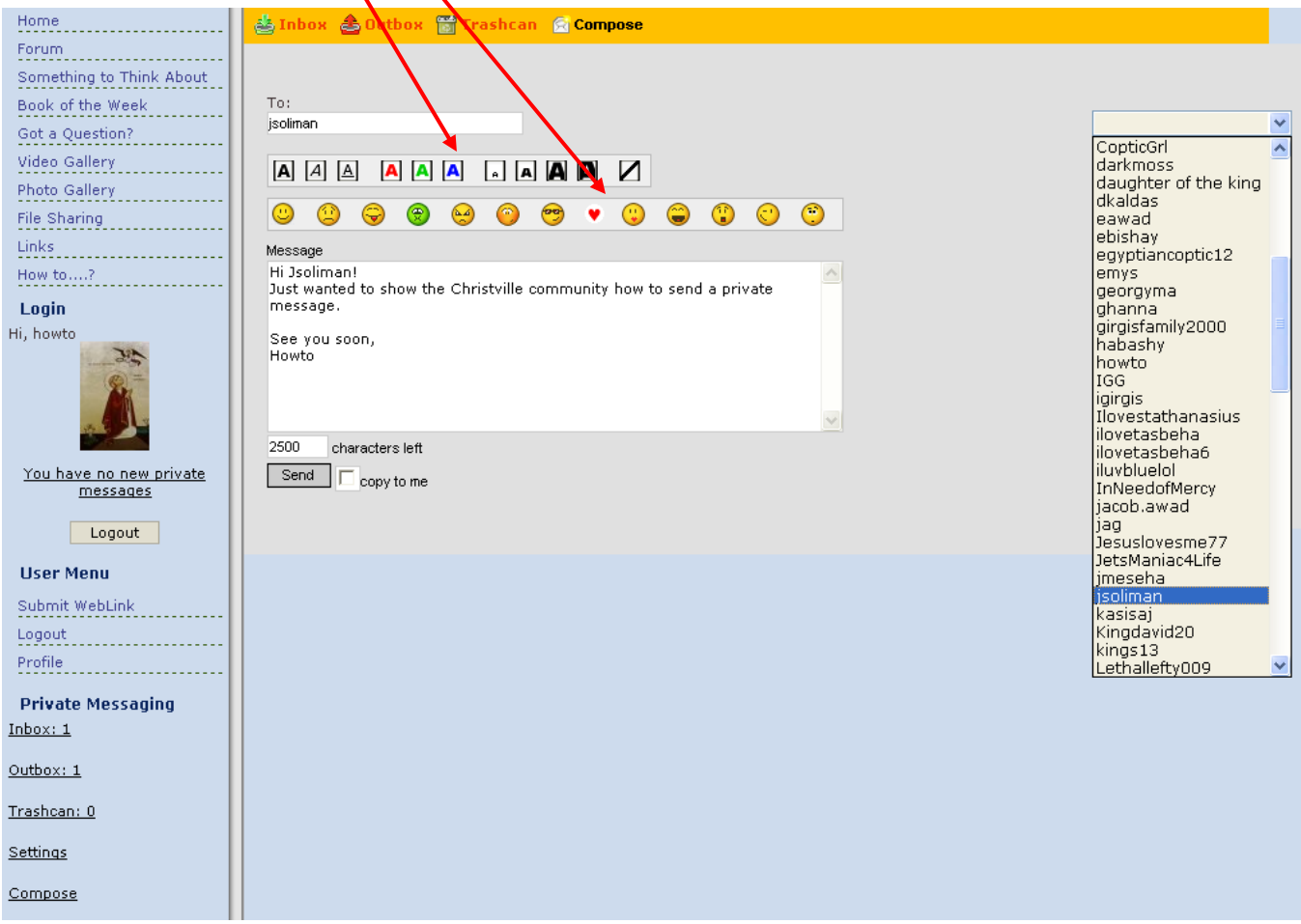
Did you know that as a fellow villager on Christville, you can send a private message to any other registered Christville user? Just follow these simple steps below and you too will be able to communicate with any other villager!

1. Log into Christville and click on the Compose link on the left toolbar of the homepage (directly under the **Private Messaging** subheading).

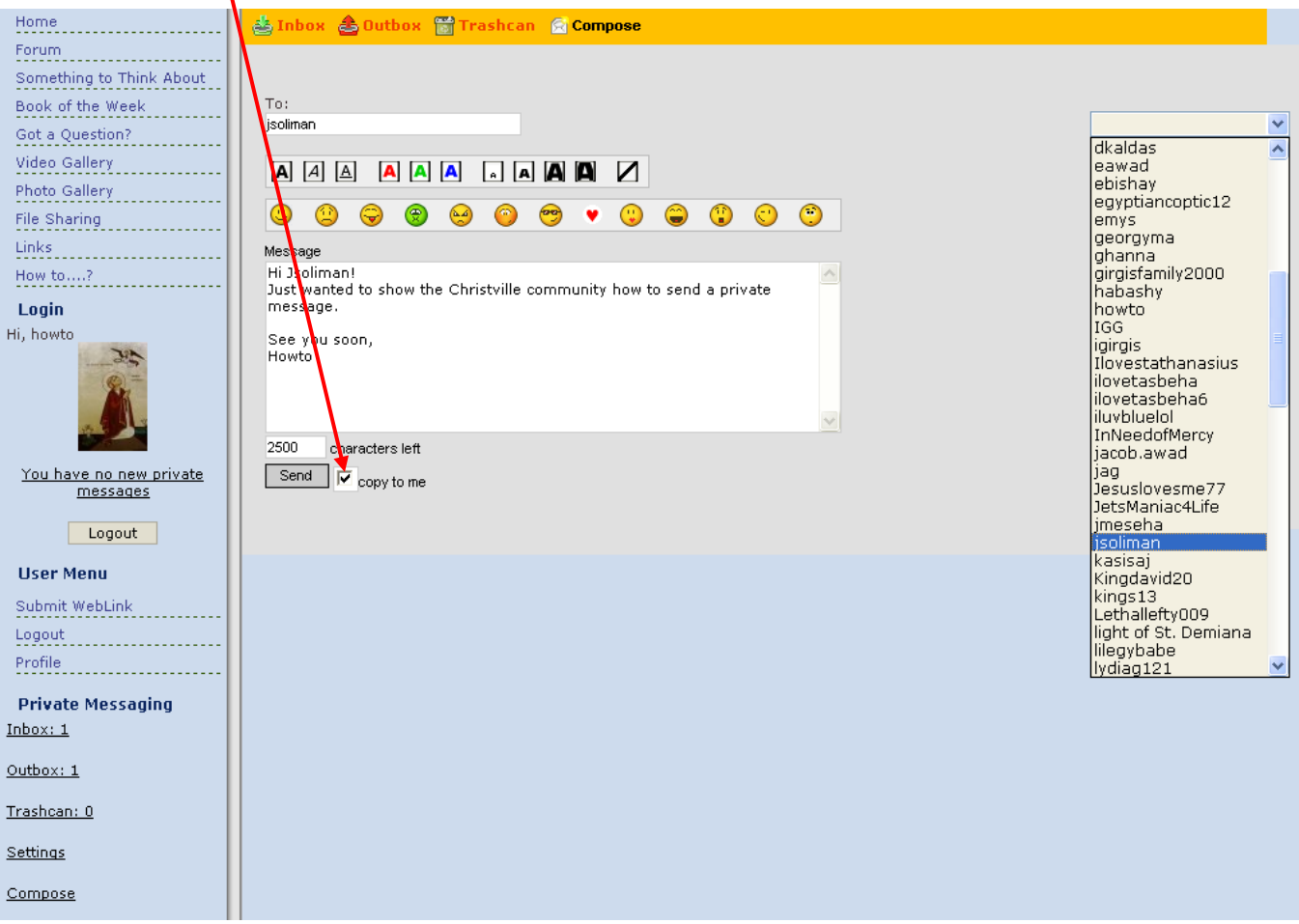
2. In the “To” field, enter in the username of the villager that you want to send a message to. **Note:** if you can’t remember the exact spelling of the username, you can click on the Show Users link and a pull down menu will appear with all the registered users.



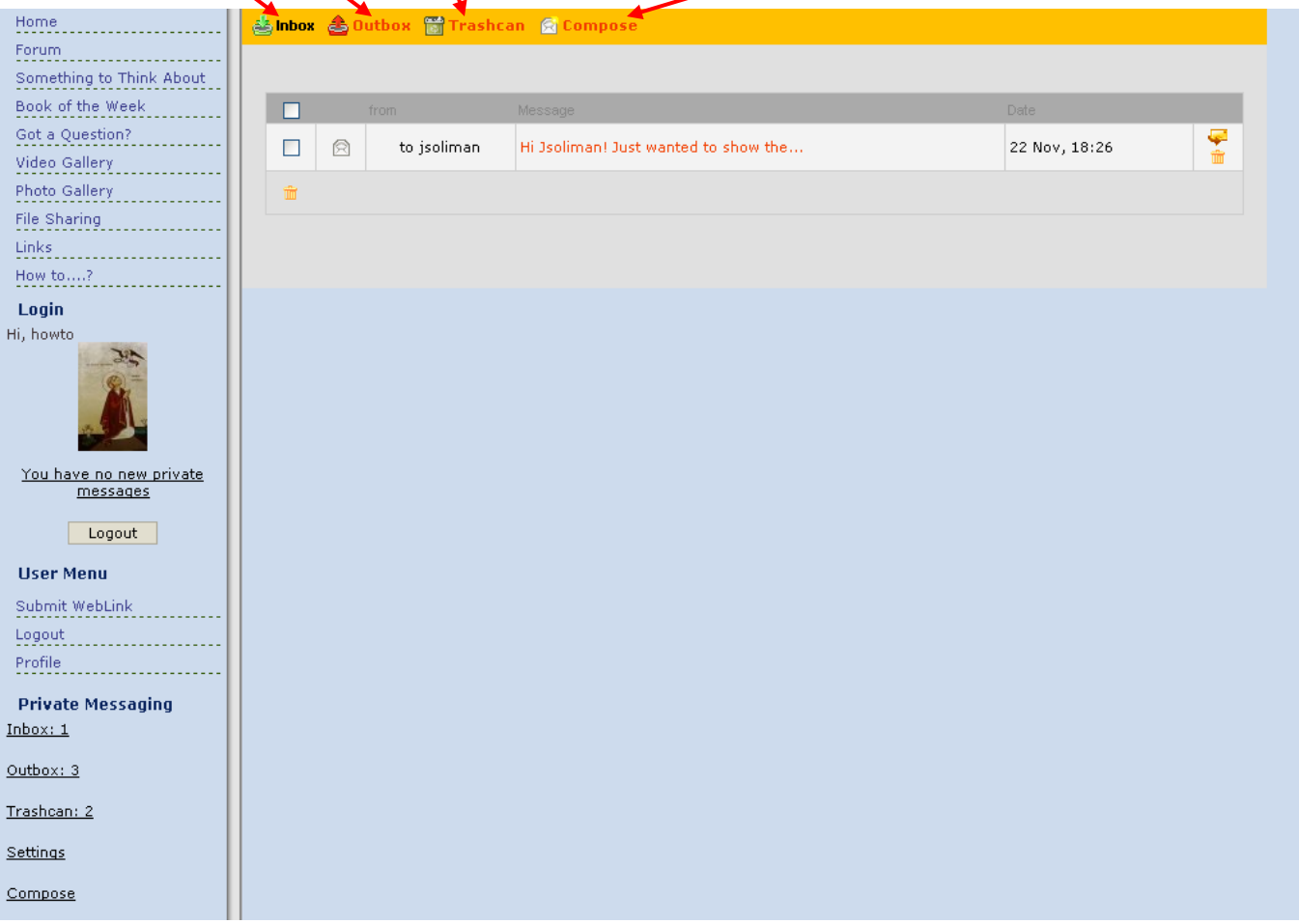
3. Type your message in the Message box.
   Note: you can change the style/size of the font, and add smilies by clicking any of the icons on the 2 toolbars above the Message box.



4. When you're finished, you can choose to send a copy to yourself by checking off the Copy to Me box before you hit send.



5. Finally, you can view all your old received, sent, and deleted messages by clicking on the Inbox, Outbox, and Trashcan link. You can also click Compose to start a new message.



Congratulations! You've just sent a private message to another Villager! Stay tuned for more helpful Christville "How To's." And remember, if at anytime you are confused at how to do these steps, or even if you have suggestions for future "How To's" please send an email to admin@christville.net.