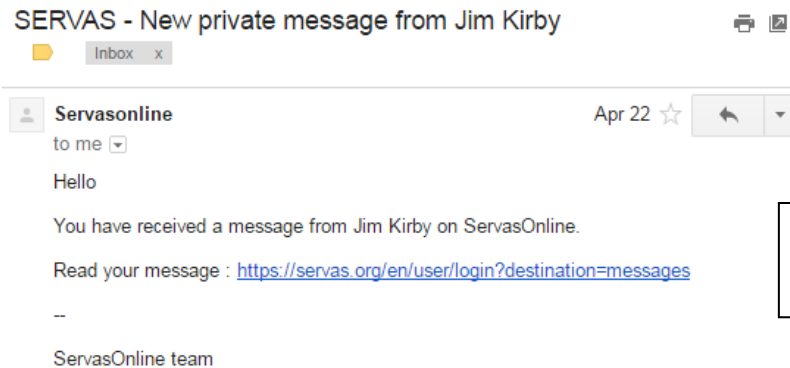


# Communicating with ServasOnline: Sending and receiving messages

## Receiving Messages

1. Email notification: If someone sends you a message through ServasOnline, it will go to the email address you entered as “email for servas notifications”.



Click on the link to read your message.

2. Login to ServasOnline and read your message: the link in the email will take you first to the login page to enter your password, and then to the “My Conversations” page.

Welcome Judy Bartel

My Friends

Unread messages are bolded.

The message in the email above was a reply to a previous message from me. Click on the message to read the latest and see previous messages in the conversation.

Subject	Participants	Messages	Last Updated
<b>test message new</b>		1	09-May-2017
test message from Judy	Kirby Jim and Leslie	3	22-Apr-2017
just a test message		1	22-Apr-2017
<b>test message from Judy new</b>	codd422	2 (1 new)	21-Apr-2017
just a test message	coleston41	1	10-Apr-2017
message from Judy	Malka	1	21-Mar-2017
message from Judy	Malka	1	21-Mar-2017
test message from Judy	shaw6gg	1	21-Mar-2017

Welcome Judy Bartel

My Profile

Find Members

My Friends

**My Conversations**

News

You 22-Apr-2017  
Good morning

Kirby Jim and Leslie 22-Apr-2017  
Good afternoon to you.  
Jim

You 22-Apr-2017  
Have a nice day!

Reply

Source

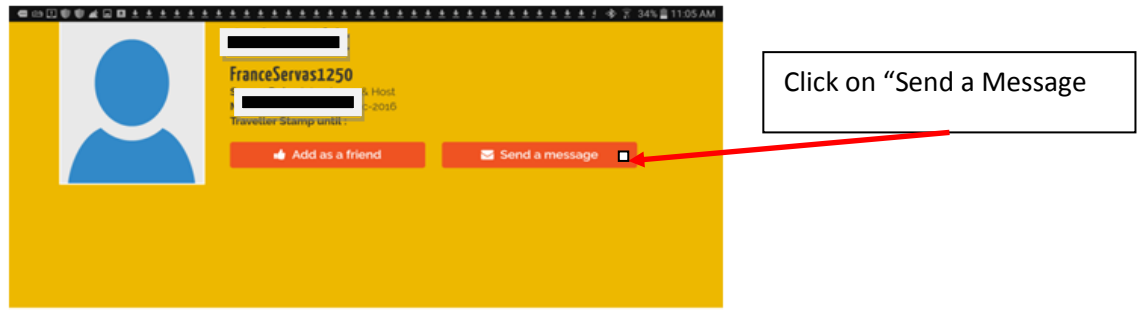
Format - B I U S x x² | [Icons] [Icons]

## Sending Messages

There are a number of ways to communicate with members.

1. The old-fashioned way: email or phone: **Check the Hosting section of the Members' profiles to see how they want to be contacted.** If they specify "phone", don't be surprised if they don't respond to email. They may check email infrequently. If the phone number and email aren't listed, you will need to send a message through the site.

2. Send a message from the Member Profile screen:



[Back to the list](#)

### Welcome bartel379

My Profile  
Find Members  
My Friends  
My Conversations

### Basic Information

Age: 62  
Gender: Female  
Occupation: children care  
Country: France  
State/Region: Languedoc - Roussillon  
Sub Region: Gard  
Nearest city: Nîmes  
Email: corine.abil@gsfr.fr

In the box that opens, write your message:

Welcome Judy Bartel

My Profile  
Find Members  
My Friends  
My Conversations  
News

To: Kirby Jim and Leslie [user: kirby367]

Subject: Hello kirby367

Type your message here.

Send message

Click "send message"

Username appears here, but message will go to their email address.

Change the subject heading

3. Send a message to one or more members from the List View screen

Welcome Judy Bartel

24 members found [Switch to map view](#)

My Profile  
**Find Members**  
My Friends  
My Conversations  
News

Select All Result per page 5

**Judy Bartel**  
Location: Manitoba, Canada  
Languages: English, German, Spanish, Low German  
Interests: outdoors, travel, language study, fund raising project for a couple of very small organizations in Africa and Bangladesh.  
Able to Host: 2 Men, 2 Persons, 2 Women, 1 Couples  
[View Complete Profile](#)

**Bennetta Benson**  
Location: Manitoba, Canada  
Languages: English, French  
Interests: sports, politics, Int'l relations  
Able to Host:

“Select all” selects only members on this page, but you can go to next page(s) and continue to “select all”. You should not do this when looking for hosts—it would be used primarily for administrative purposes (e.g. notifying members of an event).

Check the box for members you would like to contact.

24 members found [Switch to map view](#)

My Profile  
**Find Members**  
My Friends  
My Conversations  
News

Select All Result per page 5

**Judy Bartel**  
Location: Manitoba, Canada  
Languages: English, German, Spanish, Low German  
Interests: outdoors, travel, language study, I sew, purses and sell them as a fund raising project for a couple of very small organizations in Africa and Bangladesh.  
Able to Host: 2 Men, 2 Persons, 2 Women, 1 Couples  
[View Complete Profile](#)

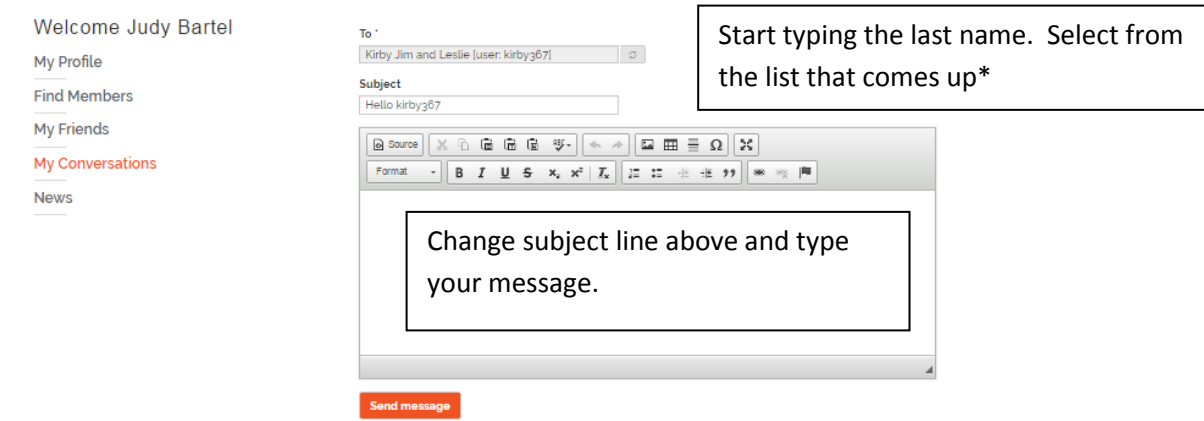
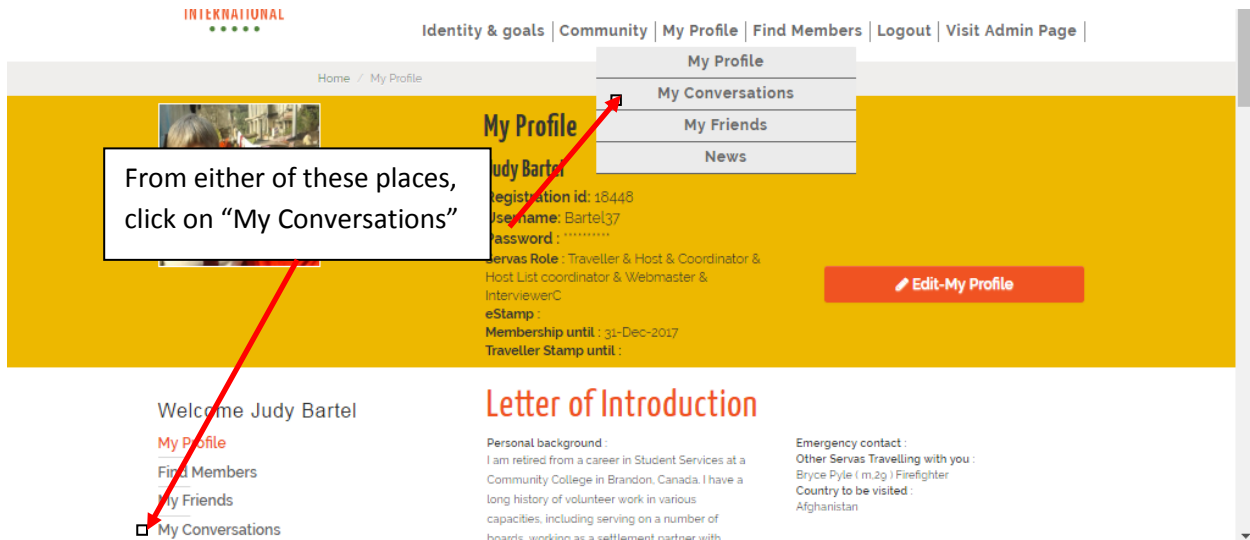
**Bennetta Benson**  
Location: Manitoba, Canada  
Languages: English, French  
Interests: sports, politics, Int'l relations  
Able to Host:

Click “send a message to all”.

The conversation screen will open as in number 2 above, with all members you have selected in the “to” field.

**Note: This function should be used carefully.** You may send a message to several people indicating you will be in their area on a certain date, but don't send a lot of people a request for the same time period. If you do get more than one offer, be sure to immediately contact any other hosts who have invited you and let them know you won't be coming.

4. Send a message from the “Conversations” screen



\*This doesn't seem to work consistently—some names will not appear. It does seem to work well for subsequent messages if you have already communicated with someone. If it doesn't work, send the message from the members profile (number 1 above).