



What is the Message Center?

The Message Center is a hybrid of an instant messaging service (such as AIM) and an email service. The Message Center enables you to create a contact list, chat with other Campus users who are currently online, and send messages that will appear in their Campus message box when they are offline.

How do I send a message on the Campus?

On the VISTA Campus Users Map, you can send a message to someone by clicking on his or her pin right on the map. In the bubble that appears, click the envelope icon and a "Message Center" box will appear. Type your message in the space provided and then press "Send Message." You can also send messages directly from your contact list page by clicking on a name listed there.

If the user is online, he or she will receive your message within 30 seconds and can reply directly to chat online.

If the user is not online the message will appear in their Campus message box and also be sent to the email address associated with their VISTA Campus account.

Where do I access and how do I add people to my contact list?

Your contact list is accessible through your profile page. To find your profile page click on your name, which appears next to the logout link in the site header and footer. Once there, click on the "Messages" button at the bottom of the page; this indicates who is on your contact list and whether or not they are currently online.

Add contacts by using the "Search" tab that appears above your contact list. When your search results appear, click on the gray silhouette next to the person's name. Individuals are also automatically added to your contact list when you click on their pin from the VISTA Campus Users Map.