Using the Pager
The paging feature allows you to send and receive text pages to and from other D2L users.

1. From the NWFSC Homepage – www.nwfsc.edu – click Distance Learning.

2. This will bring you to the Learning Technologies homepage for NWFSC. Click on the Desire2Learn icon on the right side of the screen.

3. The next screen accessed is the eLearning homepage. Type in your Username and Password for D2L.
4. On the far right side of your **Navigation Bar** you will find a pager icon.

5. Clicking on the pager icon will bring up a small window with your current settings and options. To add a participant to your paging list, click **Add**.

6. You have two methods of adding someone to your pager list. If you know their D2L username, you can enter it into the **Add a Known Contact** field. For adding an individual with an unfamiliar username, use the **Add Classmate(s)** feature by filling in the bubble next to **Add Classmate(s)**, then clicking on the down arrow, which lists the OWC courses in which you are enrolled. If you would like to add more than one name, simply click on any box next to a classmate’s name to add them to your pager list.
7. Once you have chosen your method to add a participant, a confirmation screen will appear to notify you that the contact(s) have been added.
8. To page a contact on your list, click on **New Page**, which will generate a popup screen including all the individuals you have under your personal contacts. Pressing **To:** will give you a new screen that includes your contact names. By marking the box next to that individual's name and filling in the **Message:** box, you can send your page.
9. The person you have paged will be alerted by a series of beeps. His pager icon will show a green background screen as the word Page marches across the screen. Simply click on the icon to retrieve the page.

10. To reply to the page, click **Reply** and add your text. Press **Send** when you finish. The time of the page will appear, as will the time it was read.