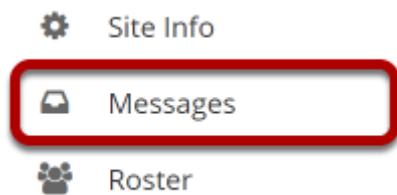


How do I send a message?

Go to Messages.



Select the **Messages** tool from the Tool Menu in your site.

Click Compose Message.



Select **Compose Message** from the options at the top of the tool.

Address your message.

[Messages](#) / Compose

Compose a Message

Required items marked with *

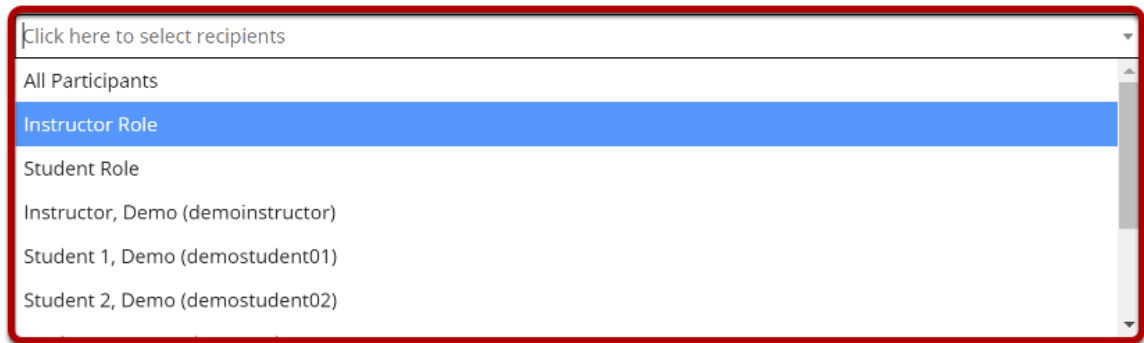
*To

[+ Add Bcc](#)

Send Cc

Label

*Subject

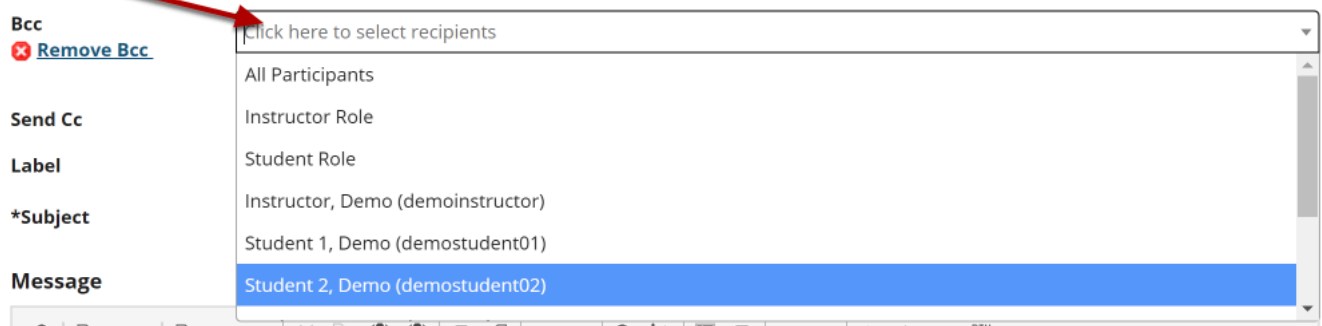


Click the **To** field to expand the course member list. Select the member of the course that you wish to address. You can repeat this step to address your message to multiple recipients.

Tip: You can address a message to all members assigned to a specific role by selecting that role from the list. For example, you can send a message to all instructors by selecting "Instructor Role."

Add Bcc. (Optional)

[+ Add Bcc](#)



If you would like to blind copy recipients on the message, click the **Add Bcc** link to expand this option, and then click in the Bcc address field to select recipients from the list of site participants.

Tip: The Bcc option allows you to send a message to multiple people without the recipients being able to see the other people addressed in the message. Faculty often use this option when emailing groups of students about grade-related issues in order to protect the students' privacy and FERPA rights.

Send Cc. (Optional)

Send Cc

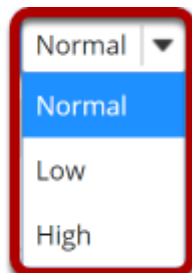


Send a copy of this message to recipients' email address(es)

If you would like to send a copy the recipient's external email address, check the box for **Send a copy of this message to recipients' email address(es)**.

Apply a label.

Label



You may apply a label from the drop-down menu to indicate the priority of your message. The default label is **Normal**. You may change it to **Low** or **High** if desired.

Enter a subject.

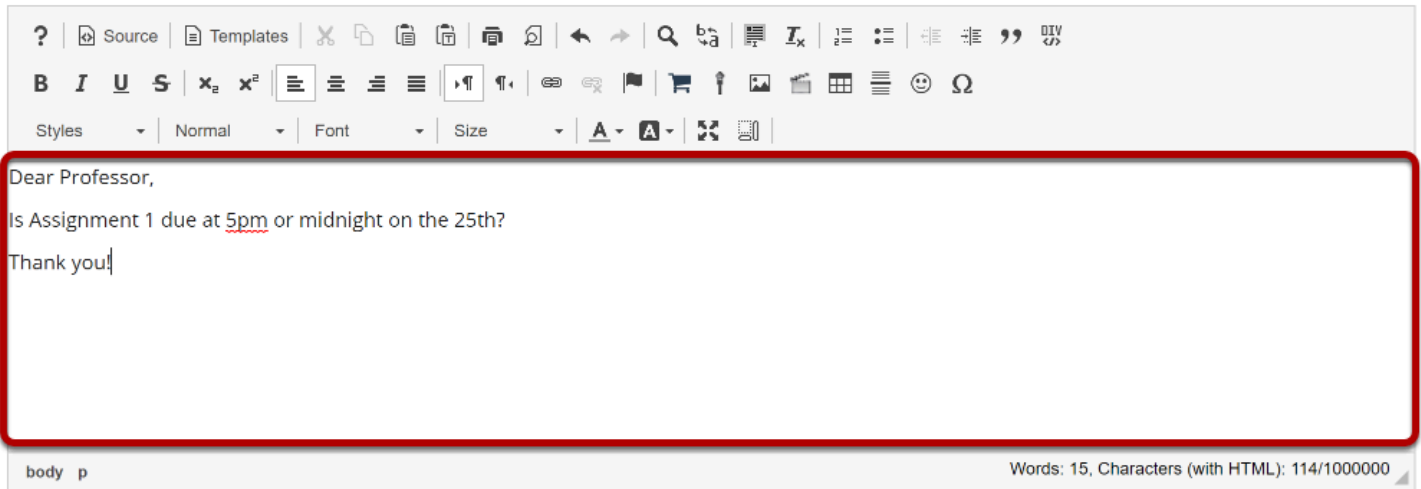
*Subject

Question about due date

Click the **Subject** field. Type the subject for your message.

Enter a message.

Message



Dear Professor,

Is Assignment 1 due at 5pm or midnight on the 25th?

Thank you!

body p Words: 15, Characters (with HTML): 114/1000000

Type your message into the Message box.

Tip: There are a variety of tools within the [Rich Text Editor](#) to help you format your message. Other features include adding images, video, and emoticons.

Add an attachment. (Optional)

Attachments

No Attachments Yet

[Add attachments](#)

If you would like to attach a file to your message, click the **Add attachments** button to browse for and select your file.

Send the message.



SEND Preview Save Draft Cancel

Select **Send** to send your message.

*Tip: You can also select **Preview** to preview a finished version of your message, **Save Draft** to save the message as a draft that you can revisit later, or **Cancel** to cancel and delete the message.*