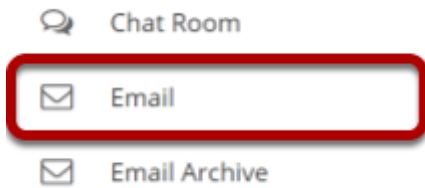


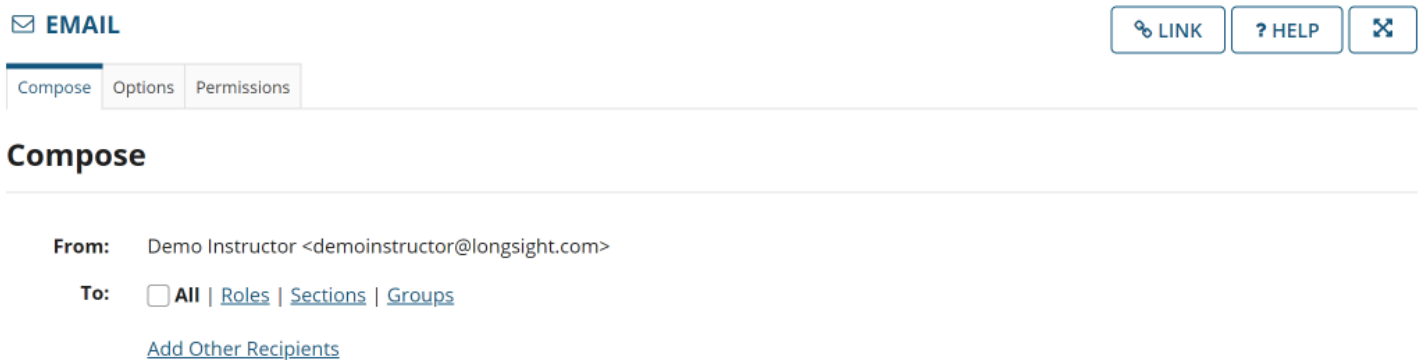
How do I send an Email message?

Go to Email.



Select the **Email** tool from the Tool Menu of your site.

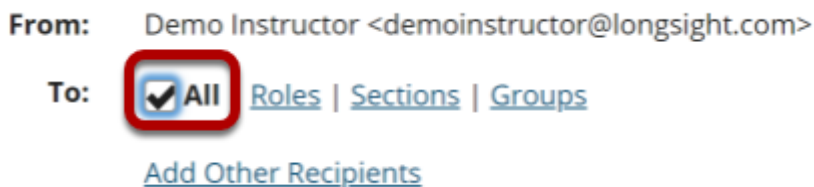
Select the message recipients.



When you compose a message in the Email tool, you have the option to select recipients in the course by role, section, or group.

You may also add other recipients who are not enrolled in the course.

Select All.



Click to place a check mark next to **All** to send an email to everyone in the site.

Choose recipients by role.

From: Demo Instructor <demoinstructor@longsight.com>

To: ☐ All | **☒ Roles** | [Sections](#) | [Groups](#)

☐ [Instructor](#)

☒ [Student](#)

☒ Student 1, Demo (demostudent01)

☒ Student 2, Demo (demostudent02)

☒ Student 3, Demo (demostudent03)

☐ [Teaching Assistant](#)

Click the **Roles** link to expand the list of roles within the site. You may also click on the link for a role (e.g., **Student**) to expand the list and show individual users.

Place a check mark next to the roles and/or individual recipients you would like to address in your message.

Choose recipients by section.

From: Demo Instructor <demoinstructor@longsight.com>

To: ☐ All | [Roles](#) | **☒ Sections** | [Groups](#)

☒ [Lab1](#)

☐ Demo, Student01 (student01)

☐ Demo, Student02 (student02)

☐ [Lab2](#)

[Add Other Recipients](#)

Click the **Sections** link to expand the list of existing sections within the site. You may also click on the link for a section (e.g., **Lab1**) to expand the list and show individual users in that section.

Place a check mark next to the sections you would like to address in your message.

Choose recipients by group.

From: Demo Instructor <demoinstructor@longsight.com>

To: ☐ All | [Roles](#) | [Sections](#) | **[Groups](#)**

☒ [M/W Class](#)

☒ Student 1, Demo (demostudent01)

☐ [T/TR Class](#)

[Add Other Recipients](#)

Click the **Groups** link to expand the list of existing groups within the site. You may also click on the link for a group (e.g., **M/W Class**) to expand the list and show individual users in that group.

Place a check mark next to the groups you would like to address in your message.

Enter the email address for unenrolled user/s.

From: Demo Instructor <demoinstructor@longsight.com>

To: ☐ All | [Roles](#) | [Sections](#) | [Groups](#)

Other Recipients:

Guestspeaker@mailserver.com; departmenthead@mailserver.com

Separate additional email addresses with commas or semicolons.

To send a message to a user who is not enrolled in the site, select the Other Recipients link and then enter the email address or addresses (separated by commas) into the text area provided.

Enter a subject line.

Subject: Thesis Defense

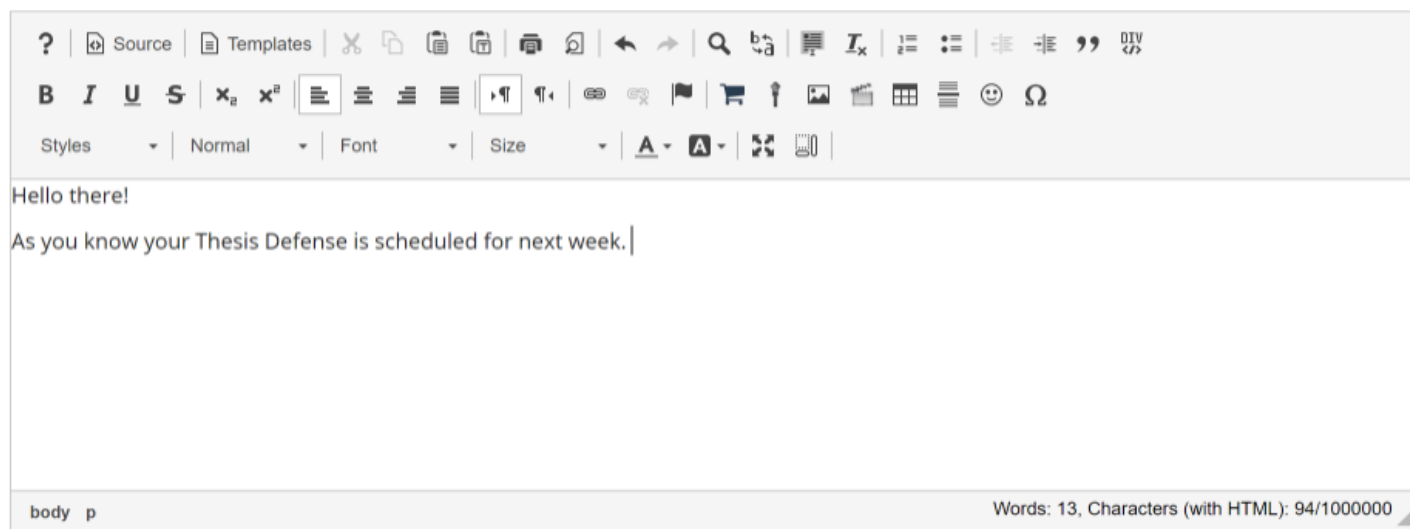
Give your email message a subject.

Add an attachment. (Optional)

 [Attach a file](#)

Click the **Attach a file** link if you would like to browse for and attach a file to your email.

Enter the message body text.



body p Words: 13, Characters (with HTML): 94/1000000

Use the Rich Text Editor to compose your message.

Select to receive a copy. (Optional)

☒ **Send me a copy**

If you would like to be copied on the email message, click the box next to **Send me a copy**.

Select to add to Email Archive. (Optional)

☒ **Add to Email Archive, visible to all site participants**

If you would like the email message to be added to the course Email Archive, click the box next to **Add to Email Archive, visible to all site participants**.

Note: This option only appears if the Email Archive tool is active in your site.

Append list of recipients. (Optional)

☒ **Append list of recipients to message**

If you would like recipients to see the users copied on the message, select this option to include the recipient list in the message.

Click Send Mail.



The message will be sent using your external email address as specified for your user account in the system.