

# What is the Email tool?

The Email tool allows users to send an email message to site participants by role, section, or group, and also provides a field for specifying non-site participant email addresses.

The Email tool works using the sender's external email address, which is specified in the user's [account details](#). Typically, this email address is the user's institutional email.

*Note: The Email tool can work in conjunction with the [Email Archive](#) tool to post email messages to the course archive.*

**To access this tool, select the Email tool from the Tool Menu of your site.**

