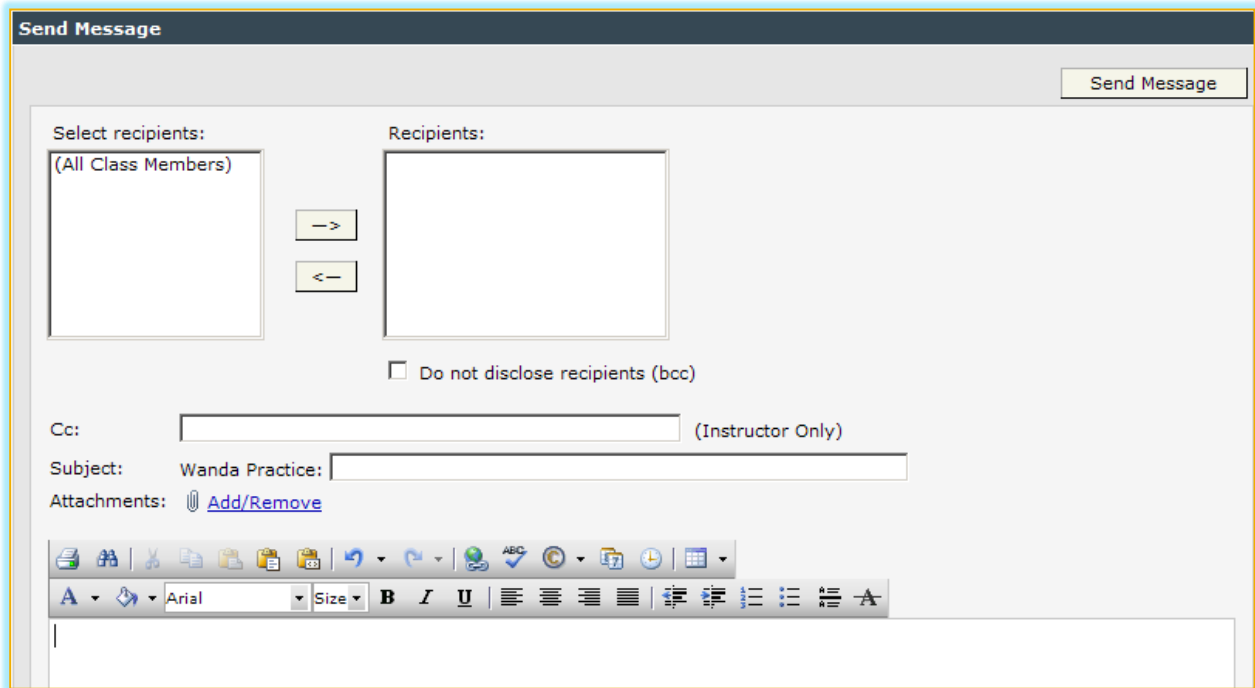


## Email

Email is used to address student questions, concerns, and issues individually. It can also be used to send messages and files to groups of students. When a user is enrolled in an eCollege course, his/her email address is uploaded at the same time.

Students can use email to send messages to instructors or to communicate with other members of the course.

- ❖ Click the **Email** link on the **Tools Menu**.
- ❖ The **Send Message** window will display (see illustration below).



- ❖ The **Select Recipients** box will contain the names of the students who are enrolled in the course.
- ❖ Click the name of the student to select it.
- ❖ To select more than one student, hold the **Ctrl** key while clicking the names of the students.
- ❖ Click the right pointing arrow to move the selected student(s) to the **Recipients** box.
- ❖ To move a student back to the **Select recipients** box:
  - Select the name of the student.
  - Click the left pointing arrow.
- ❖ To send a message to students in a course without the name or email address appearing in the message, click the **Do not disclose recipients (bcc)** check box.
- ❖ To send a copy of the message to another person, input the email address into the Cc box. This feature is only available to instructors, but not to students.
- ❖ Input a **Subject** for the message in the appropriate box.
- ❖ In the **Visual Editor**, input the message that is to be sent to the students.
- ❖ Click the **Send Message** button.
- ❖ The message will be sent to the email address specified when the student was enrolled into the course.