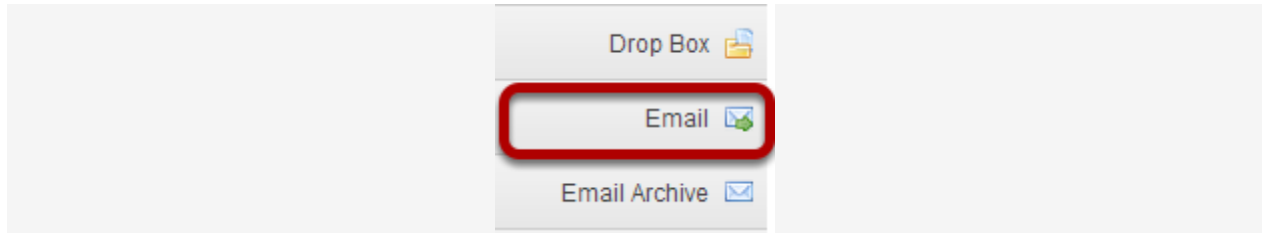


What is the Email tool?

The Email tool allows user 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.

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

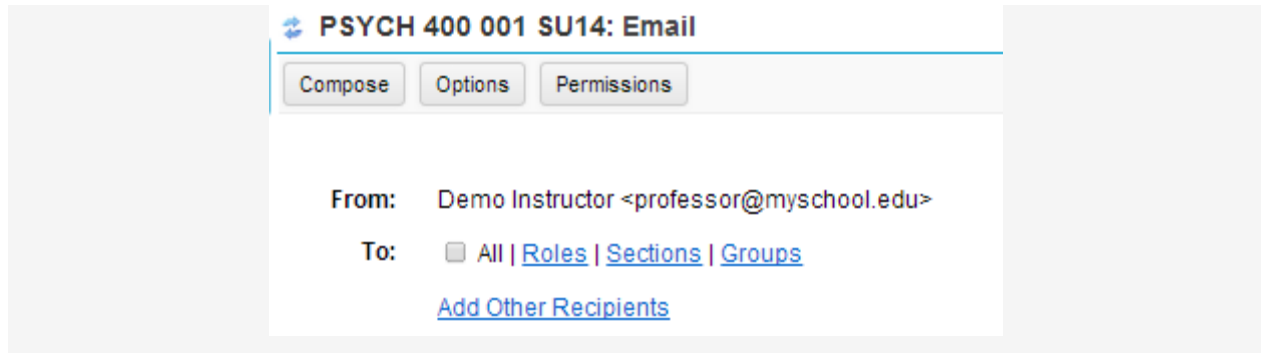


How do I send an Email message?

Go to Email.

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

Select the message recipients.



PSYCH 400 001 SU14: Email

Compose Options Permissions

From: Demo Instructor <professor@myschool.edu>

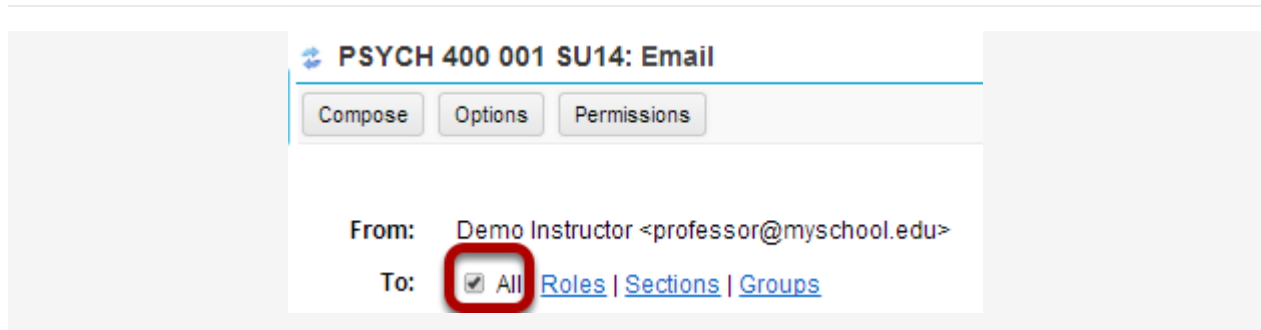
To: All | [Roles](#) | [Sections](#) | [Groups](#)

[Add Other 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.



PSYCH 400 001 SU14: Email

Compose Options Permissions

From: Demo Instructor <professor@myschool.edu>

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

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 <professor@myschool.edu>

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

[Instructor](#)

[Student](#)

- Student, Fifth (demostudent05)
- Student, First (demostudent01)
- Student, Fourth (demostudent04)
- Student, Second (demostudent02)
- Student, Third (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 <professor@myschool.edu>

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

[Lab1](#)

- Student, Fifth (demostudent05)
- Student, Second (demostudent02)

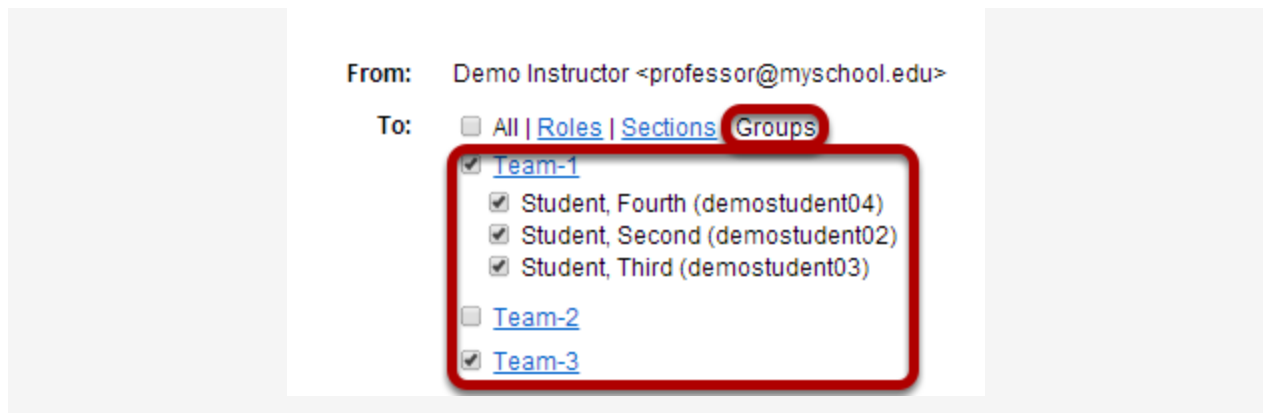
[Lab2](#)

[Lab3](#)

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.



The screenshot shows an email composition window. The 'From' field is filled with 'Demo Instructor <professor@myschool.edu>'. The 'To' field has a dropdown menu open, showing several options: 'All', 'Roles', 'Sections', and 'Groups'. The 'Groups' option is highlighted with a red circle. Below this, a list of groups is displayed, each with a checkbox: 'Team-1' (checked), 'Team-2' (unchecked), and 'Team-3' (checked). Under 'Team-1', three individual users are listed with checkboxes: 'Student, Fourth (demostudent04)', 'Student, Second (demostudent02)', and 'Student, Third (demostudent03)'. A red rectangle highlights the 'Team-1' group and its three members.

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. **Team-1**) 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.

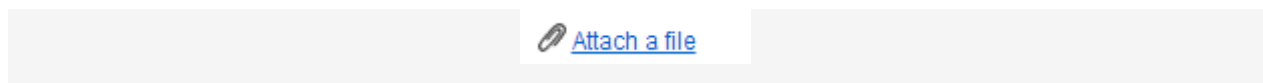
Enter a subject line.



The screenshot shows the 'Subject' field of an email composition window. The text 'Welcome' is entered into the field.

Give your email message a subject.

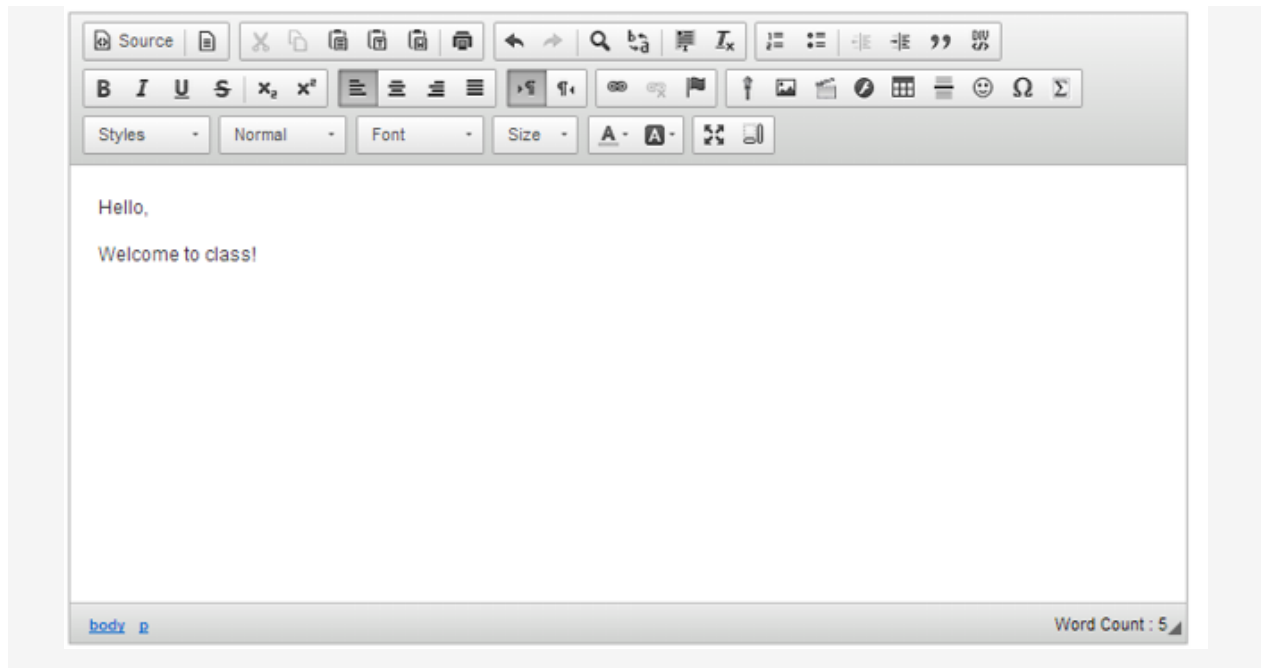
Add an attachment. (Optional)



The screenshot shows the 'Attach a file' link in an email composition window. The link is represented by a paperclip icon followed by the text 'Attach a file'.

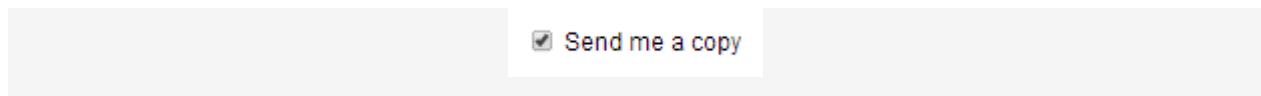
Click the **Attach a file** link if you would like to browse for and attach a file to your email.

Enter the message body text.



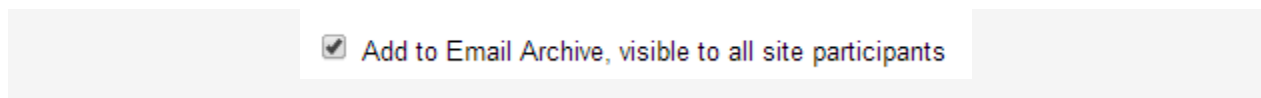
Use the Rich Text Editor to compose your message.

Select to receive a copy. (Optional)



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)



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.

Click Send Mail.



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