

Sending an Email Message

1. In the Course page, click the **Tools** or **Student Tools** link



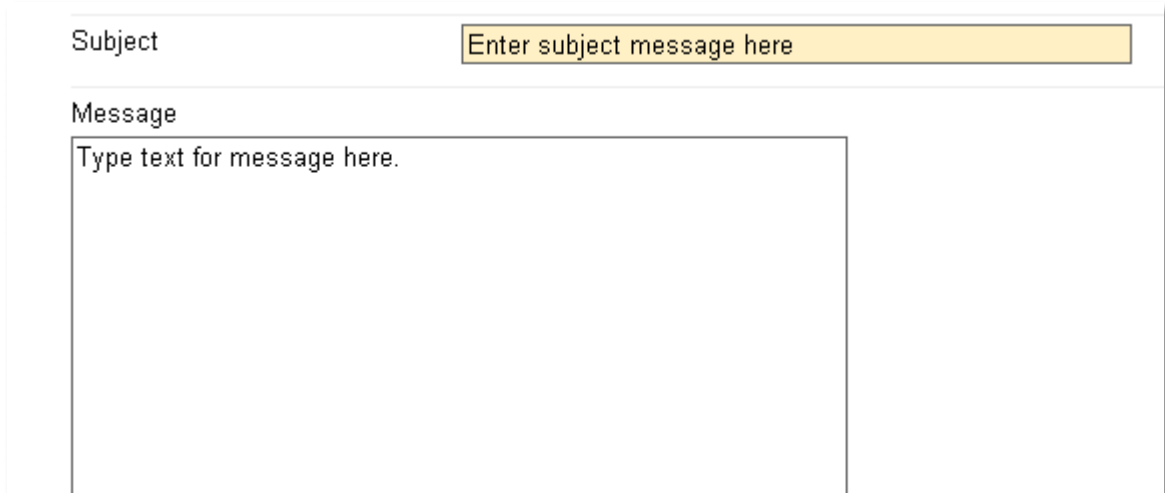
2. Click the **Send Email** link



3. Select **One** of the following

- » **All Users**
Send email to all of the users in the Course.
- » **All Groups**
Send email to all of the Groups in the Course.
- » **All Teaching Assistant Users**
Send email to all of the Teaching Assistant users in the Course.
- » **All Student Users**
Send email to all of the Student users in the Course.
- » **All Instructor Users**
Send email to all of the Instructor users in the Course.
- » **Select Users**
Select which users will receive the email.
- » **Select Groups**
Select which Groups will receive the email.

- To send an e-mail message to all users in a certain group, select All Users, All Groups, or All Instructor Users.
 - To send a message to a specific user or group, select Select Users or Select Groups and select the users or groups you want to send the message to.
4. Enter a subject for the message in the **Subject** box
 5. Enter e-mail text in the **Message** box



The screenshot shows a form with two main sections. The top section is labeled "Subject" and contains a text input field with the placeholder text "Enter subject message here". The bottom section is labeled "Message" and contains a larger text area with the placeholder text "Type text for message here.".

6. **Optional:** To add an attachment, click the Attach a file shortcut and click the Browse button. Locate and select the file that you want to attach and click the Open button. You can attach additional files by clicking the Attach another file shortcut. Click the remove shortcut to remove attachments.



The screenshot shows the "Attachments" section of the form. It features a horizontal bar with the text "Attachments" on the left and a link "Attach a file" on the right, with a red arrow pointing to it. Below this bar, there is a larger area containing a link "Attach Another File" on the left, a "Browse..." button in the middle, and a "remove" link on the right. Red arrows point to the "Attach Another File" link and the "Browse..." button.

7. Click the **Submit** button to send the message



The screenshot shows two buttons: a yellow "Cancel" button and a blue "Submit" button. A red arrow points to the "Submit" button.