

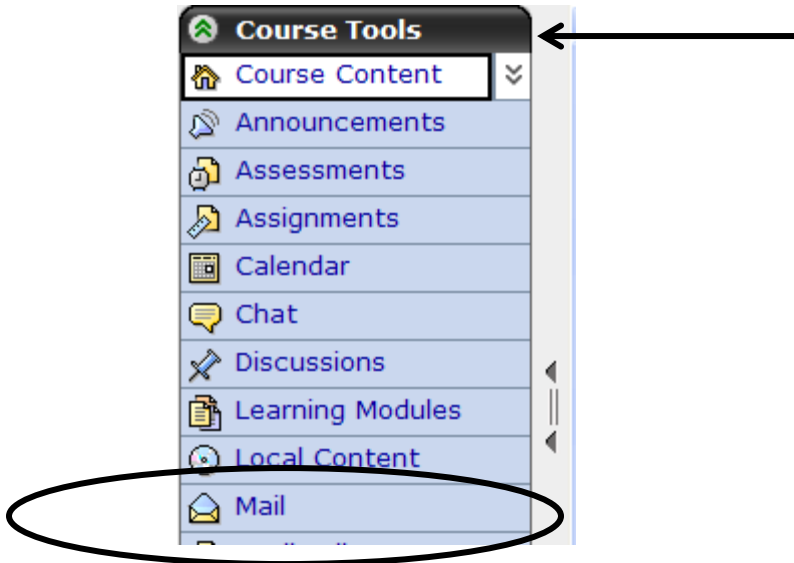
## Mail

**NOTE: The mail tool can not be used to send e-mail messages to external e-mail accounts.**

### To Create a Message

#### STEP ONE

Select Mail from the Course Tools Menu



#### STEP TWO

Select Create Message


#### Inbox



### STEP THREE

Create message

#### Create Message

**\*To:**   
All Section Instructors 

**CC:**

**BCC:**

**\*Subject:**

**\*Message:**

- Select Browse for Recipients
  - Choose the group and/or recipient that will receive this email
  - Choose the option for TO- Copy or Blind Copy for each recipient
- Select Save

You will now see the recipient(s) listed under TO: (click the symbol next to the recipient if you want to remove them from the list.)

#### Select Message Recipients

##### Select Roles

| <input type="checkbox"/> To | <input type="checkbox"/> CC | <input type="checkbox"/> BCC | Role Description        |
|-----------------------------|-----------------------------|------------------------------|-------------------------|
| <input type="checkbox"/>    | <input type="checkbox"/>    | <input type="checkbox"/>     | All Section Instructors |
| <input type="checkbox"/>    | <input type="checkbox"/>    | <input type="checkbox"/>     | All Section Designers   |
| <input type="checkbox"/>    | <input type="checkbox"/>    | <input type="checkbox"/>     | All Teaching Assistants |
| <input type="checkbox"/>    | <input type="checkbox"/>    | <input type="checkbox"/>     | All Students            |
| <input type="checkbox"/>    | <input type="checkbox"/>    | <input type="checkbox"/>     | All Auditors            |

##### Select Individuals and Groups

| <input type="checkbox"/> To | <input type="checkbox"/> CC | <input type="checkbox"/> BCC | Name                   |
|-----------------------------|-----------------------------|------------------------------|------------------------|
| <input type="checkbox"/>    | <input type="checkbox"/>    | <input type="checkbox"/>     | Cindy Springer         |
| <input type="checkbox"/>    | <input type="checkbox"/>    | <input type="checkbox"/>     | Demo Student 257105001 |

## STEP FOUR

Key your message  
Select Add Attachment (optional)  
Select Send

### Create Message

Browse for Recipients...

**\*To:** [Empty field]  
All Section Instructors

**CC:** [Empty field]

**BCC:** [Empty field]

**\*Subject:** Email Instructions

**\*Message:**  High priority

HTML Creator  On  Off

Email is a great tool for communicating with groups or individuals. Messages are private.

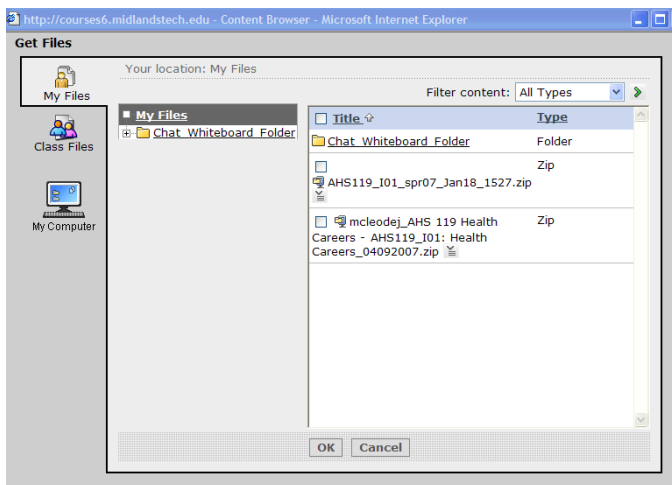
You can also send attachments by clicking the Add Attachments button below.

Use HTML    Insert equation: New

**Attachments:** Add Attachments

**Send**   **Preview**   **Cancel**   **Save as Draft**

If adding attachment, the following window will appear. Attachments or files can be selected from folders within WebCT or from My Computer.



After files have been chosen, select OK, select Send. Your message has now been sent to the chosen recipients and your copy of the message is moved to the Sent Mail folder.

The snapshot below will appear to acknowledge a message being sent

