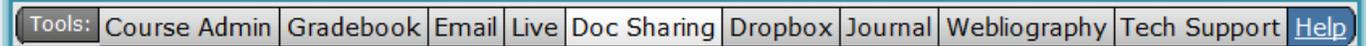


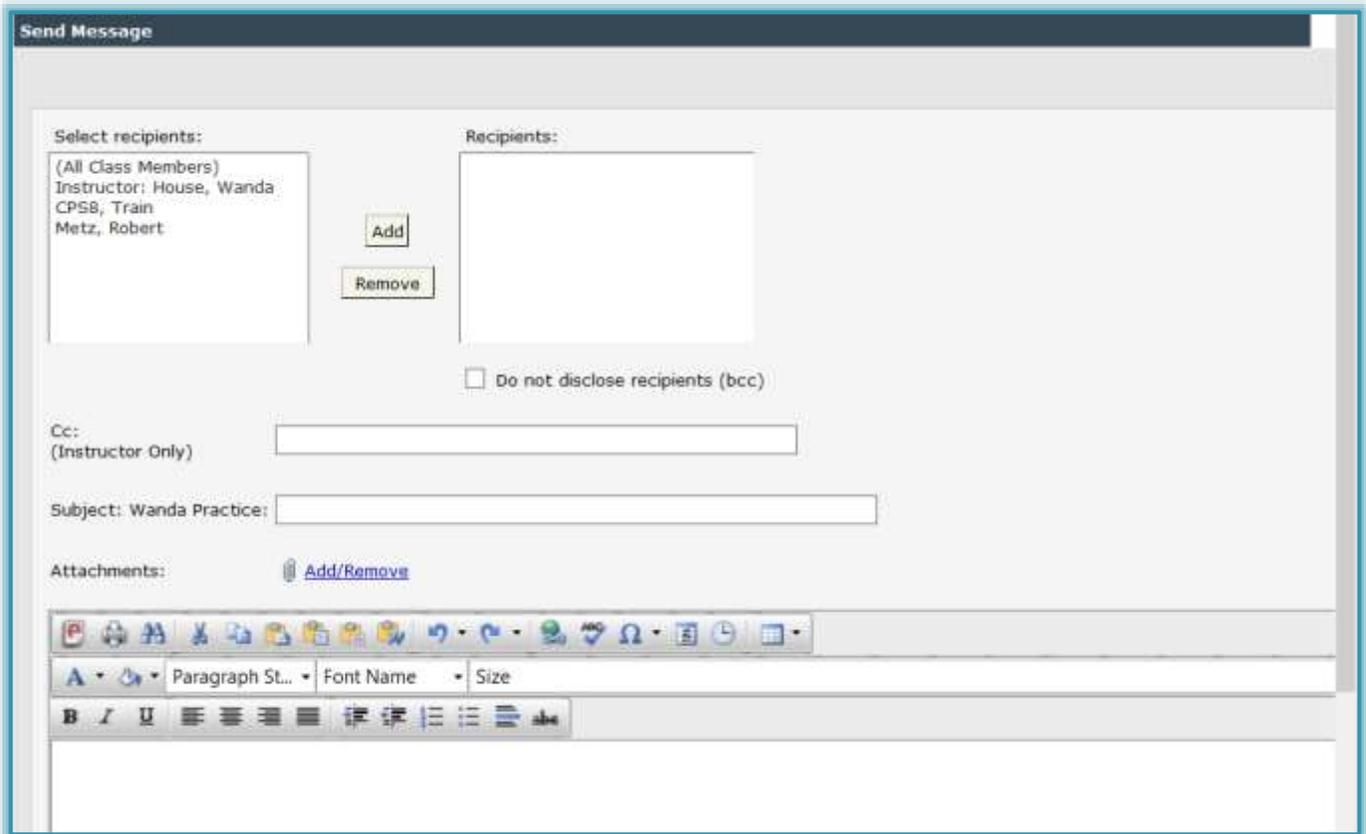
## Email-Faculty

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. This makes it possible for instructors to send email messages to all students in the course or to individual students.

Click the **Email** link on the **Tools Menu** (see illustration below).



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.

To send a message to all the students in the course, click the **All Class Members** option in the **Select Recipients** list. This will move all the students to the **Recipients** list.

To send a message to individual students or select students, 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 or student back to the **Select recipients** box:

- Select the name(s) of the student(s).

- Click the left pointing arrow.

  - All the students must be selected before the left pointing arrow is clicked.

  - It is not possible to click the arrow a second time to move students.

-  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 default email address for all students and instructors is the Siena address.
  -  The student must use the Email Forwarding option in My Siena to have the message forwarded to a different account.
-  The message will be sent to the email address specified when the student was enrolled into the course or to the forwarded address specified by the student.