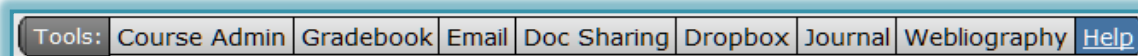


Email-Students

Students can use email to communicate with other members of the course or with the instructor.

Click the **Email** link on the **Tools Menu**.



The **Send Message** window will display (see illustration below).

A screenshot of the 'Send Message' window. The window has a title bar 'Email' and a sub-header 'Send Message'. On the right side of the sub-header is a 'Send Message' button. The main area is divided into two columns. The left column is titled 'Select recipients:' and contains a list box with the text '(All Class Members)', 'Instructor: House, Wanda Metz, Robert'. Below the list box are 'Add' and 'Remove' buttons. The right column is titled 'Recipients:' and contains an empty list box. Below the list boxes is a checkbox labeled 'Do not disclose recipients (bcc)'. Below this is a 'Cc: (Instructor Only)' field with a text input box. Below that is a 'Subject: Wanda Practice:' field with a text input box. At the bottom left is an 'Attachments:' label with an 'Add/Remove' link. At the bottom of the window is a toolbar with various icons and a 'Paragraph St...' dropdown menu.

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