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).

- 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.