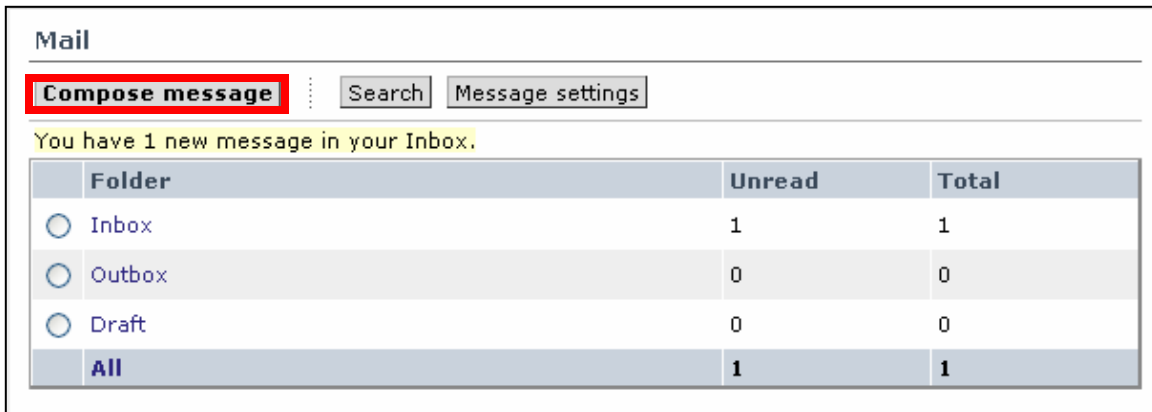
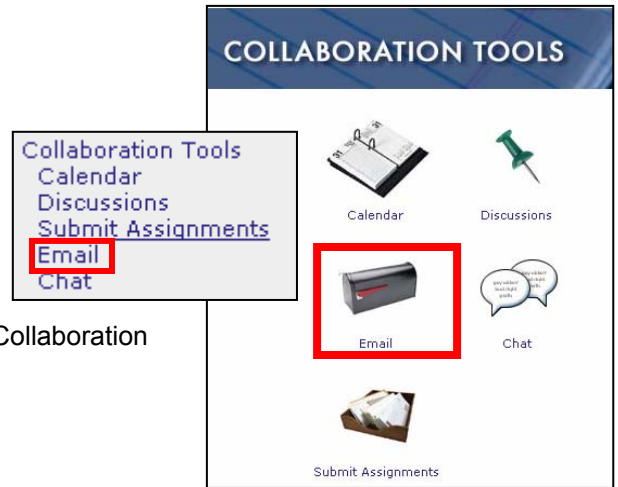


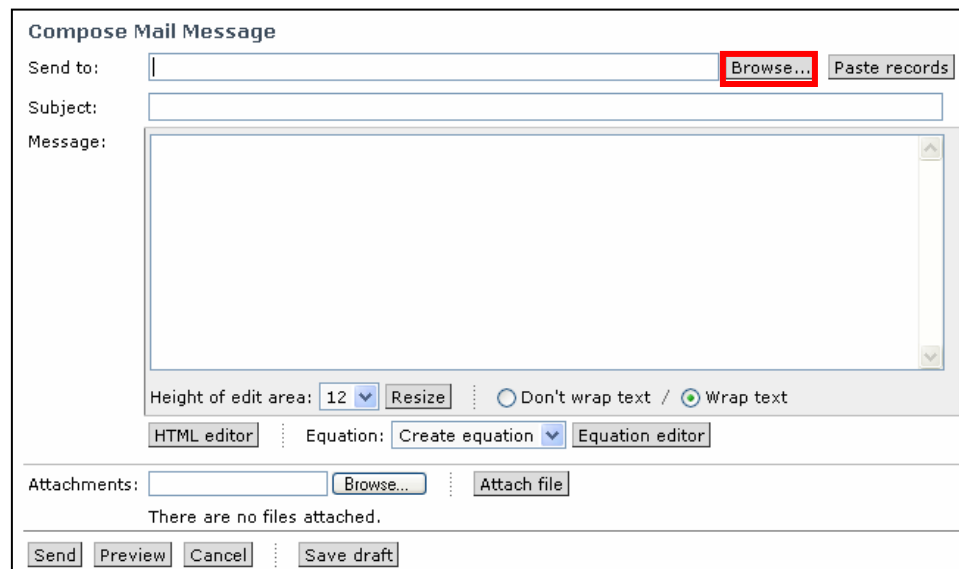
# TIPS TRICKS AND HOW TO...

## Use the E-mail Tool For Students

1. Log into your course.  
  
Click “E-mail” from the Course Menu or from the Collaboration Tools menu.
2. You will be shown your e-mail options.

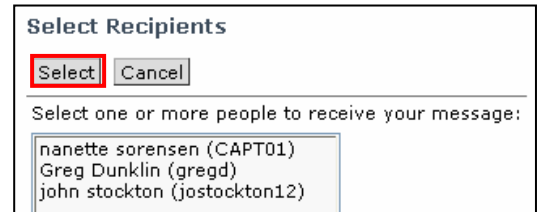


3. From this screen, you can compose a message or take a look at your Inbox, Outbox, or Draft messages.
4. To send a message, click on “Compose Message.” The following message screen will be displayed.



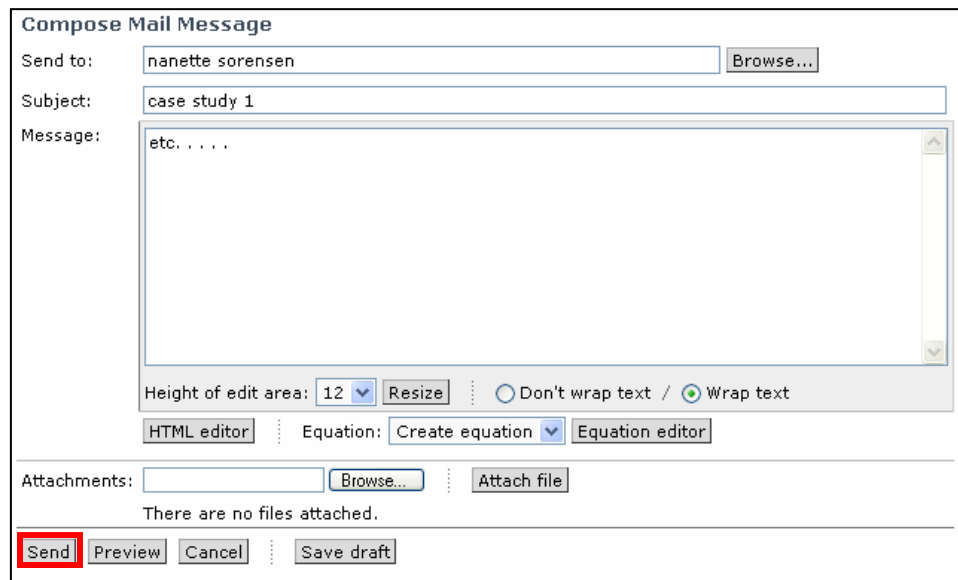
5. To send a message to a fellow student or your instructor, click on “Browse” next to the “Send to:” option.

6. Choose from the list displayed the individual you would like to send a message to. By holding down the Control key on your keyboard, you can select more than one person at a time.

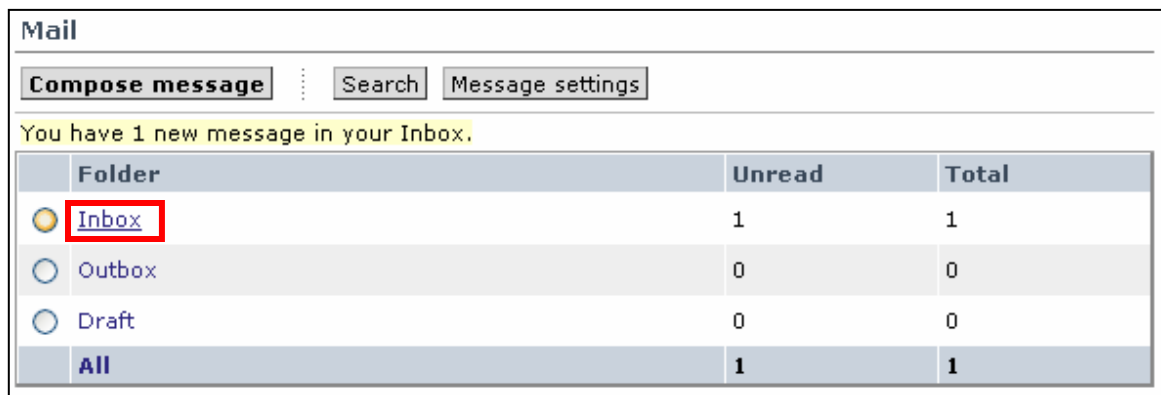


7. Click on “Select” when you have highlighted all of the individuals you would like to send a message to.

8. Type in a subject line, message, and select any of the text options you would like. If you need to attach files with your message, that option is also available to you. When you have finished your message, choose “Send.”



9. To take a look at your new messages, click on the Inbox link.



10. Click on the message you would like to read.

Mail Messages: **Inbox**

**Compose message** Update listing Search Mark all as read Message options

Display: All Unread Threaded Unthreaded Select folder: **Inbox** Go

No.	Status	Subject	Author	Date
1.		<b>Case Study 1</b>	nanette sorensen	August 9, 2004 12:25pm

Actions: Apply these actions to the message(s) selected above.

Compile Mark as read Mark as unread Delete Move to: **Inbox** Go

11. You can forward, reply, or download your message from the message screen.

**Subject: Case Study 1**

**Message no. 1**

**Author:** nanette sorensen

**Date:** Monday, August 9, 2004 12:25pm

I received the following answer for Case Study questions one I would like some feedback from you on how you feel about the example I used:

etc. . . . .

-Nan

**Reply** Forward Quote Download Close

12. You can delete and organize your messages from your Inbox view.

Mail Messages: **Inbox**

**Compose message** Update listing Search Mark all as read Message options

Display: All Unread Threaded Unthreaded Select folder: **Inbox** Go

No.	Status	Subject	Author	Date
1.		<b>Case Study 1</b>	nanette sorensen	August 9, 2004 12:25pm

Actions: Apply these actions to the message(s) selected above.

Compile Mark as read Mark as unread Delete Move to: **Inbox** Go

13. You can create organization folders from your main mail screen. From the right-hand “Actions” menu, choose “Create Folder” to help you organize your messages.

Mail

**Compose message**    Search    Message settings

You have no new messages in your Inbox.

Folder	Unread	Total
<input type="radio"/> Inbox	0	1
<input type="radio"/> Outbox	0	0
<input type="radio"/> Draft	0	0
<b>All</b>	<b>0</b>	<b>1</b>

**Actions**  
⚙ indicates a selection is required from the main frame.

**Options: Folders**

Create folder

⚙ Rename folder:  Go

⚙ Delete folder

**Options: Messages**

Delete all mail messages from the selected folder.

⚙ Delete messages

Delete all mail messages from all of my folders.

Delete all messages

*Note: This tool is internal to WebCT and is for this particular class only. It cannot send or accept external e-mails.*