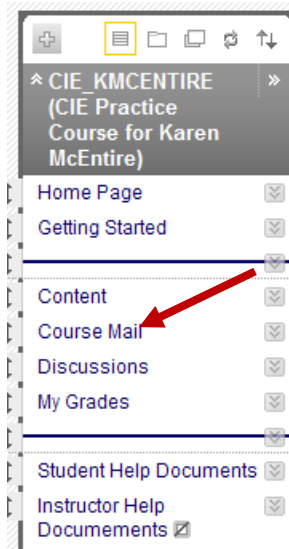


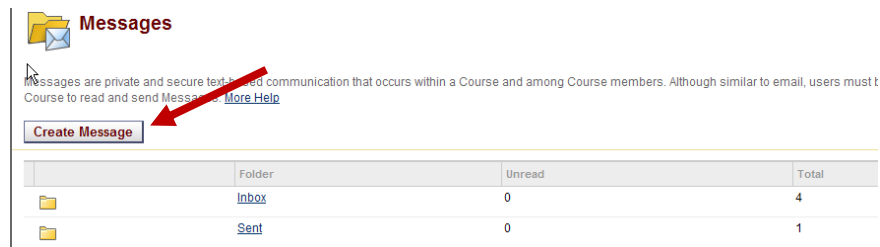
Course Mail (Messages)

TO SEND COURSE MAIL:

1. Click Course Mail on left.



2. To compose a new message, click create message and click <To> icon



3. Choose recipients:

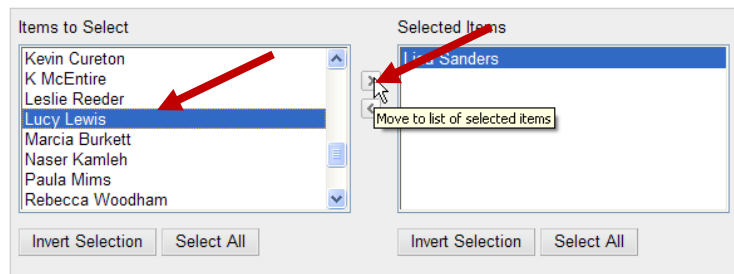
- a. Click name or use shift key and highlight a group of names.
- b. Click arrow right to place selected recipients on right side.

* Indicates a required field.

Cancel Submit

1. Recipients

To



Cc



Course Mail (Messages)

4. Enter subject and message.
5. Click submit in lower right corner



TO CHECK COURSE MAIL:

1. Click Inbox.
2. Click on the message.

