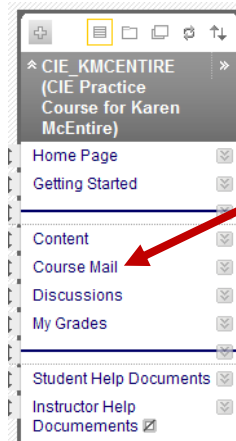


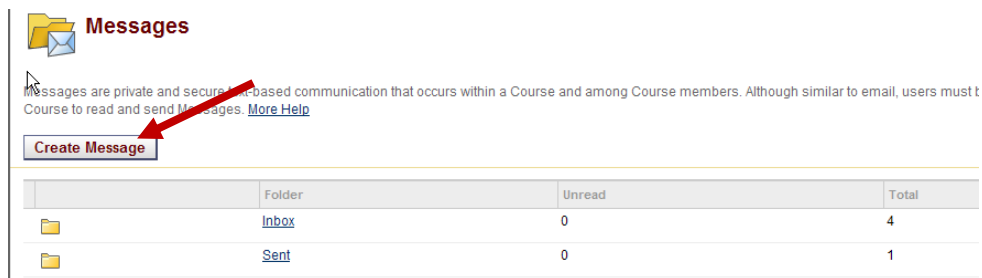
# Course Mail (Messages)

## TO SEND COURSE MAIL:

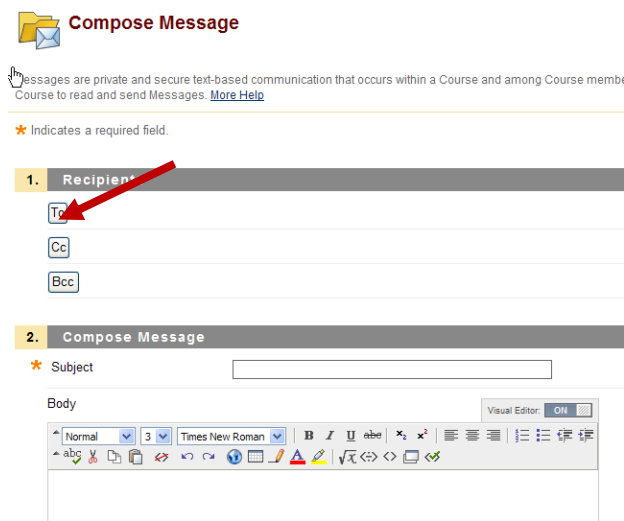
1. Click Course Mail on left.



2. To compose a new message, click create message.



3. Click TO.



# Course Mail (Messages)

4. 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.

Messages are private and secure text-based communication that occurs within a Course and among Course members. Although similar to email, users must be logged into the Course to read and send Messages. [More Help](#)

\* Indicates a required field.

Cancel Submit

## 1. Recipients

To

Items to Select	Selected Items
Kevin Cureton	Lucy Sanders
K McEntire	
Leslie Reeder	
Lucy Lewis	
Marcia Burkett	
Naser Kamleh	
Paula Mims	
Rebecca Woodham	

Invert Selection Select All      Invert Selection Select All

Cc

5. Enter subject and Message.
6. Click submit in lower right corner

Cancel Submit

## TO CHECK COURSE MAIL:

1. Click Inbox.
2. Click message.

Create Message

Folder
<a href="#">Inbox</a>
<a href="#">Sent</a>

	Status	Sender	Subject
<input type="checkbox"/>		Jamie Adkinson	<a href="#">test_email with questions</a>
<input type="checkbox"/>		Warner's Student	<a href="#">Test Email 2</a>

