

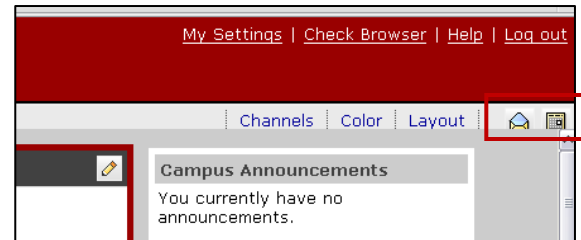
Guide to the Mail Tool



The Mail Tool

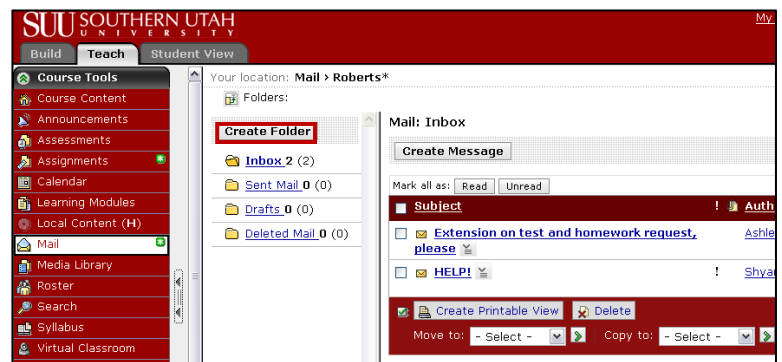
The Mail tool is an internal e-mail system for eLearning. It works much like other e-mail systems. This e-mail system is independent of any external or personal e-mail addresses and all mail must be sent and maintained from within eLearning.

Note: Mail can be forwarded from eLearning to a personal account but all replies still must be sent from eLearning. The forwarding is set up under My Settings found on the top right corner of the My Courses page.



There are two ways to access the Mail tool. It can be accessed by either *clicking* the **Mail** (envelope) button on the My Courses page or by *selecting Mail* from the Courses Tools menu.

The Folders area is where the folders that organize the mail messages are listed. To create a folder *click Create Folder* you will be asked to enter in a folder name. Enter in a title for the folder and *click Create*. Once the folder has been created, it will be added to the Folders list.



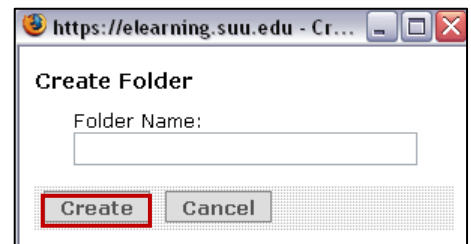
The default folders are Inbox, Sent Mail, Drafts, and Deleted Mail.

The Inbox folder is where the message that are received by other participants are located.

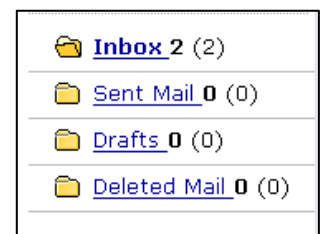
The Sent Mail folder lists the messages and to whom they were sent.

The Drafts folder is where the save but not sent messages are located.

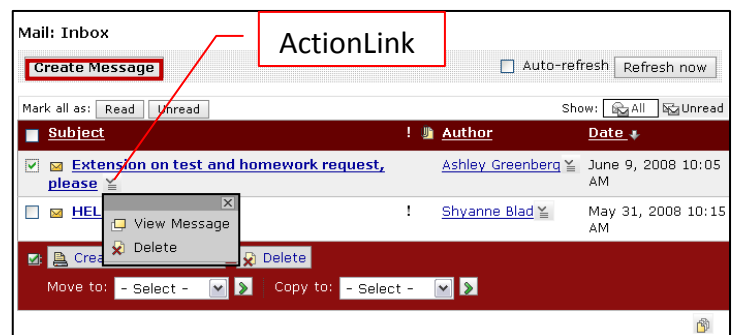
The Deleted Mail folder is where the deleted messages are located to completely delete a message it must be deleted out of this folder.



To create a mail message *click Create Message*. A new window appears. In this new window recipients of the message can be searched for. To do this *click Browse for Recipients*. A list of participants of the class will appear. Select one, some, or all of the participants to be included the mail message. After recipients have been chosen they will appear in the To area.



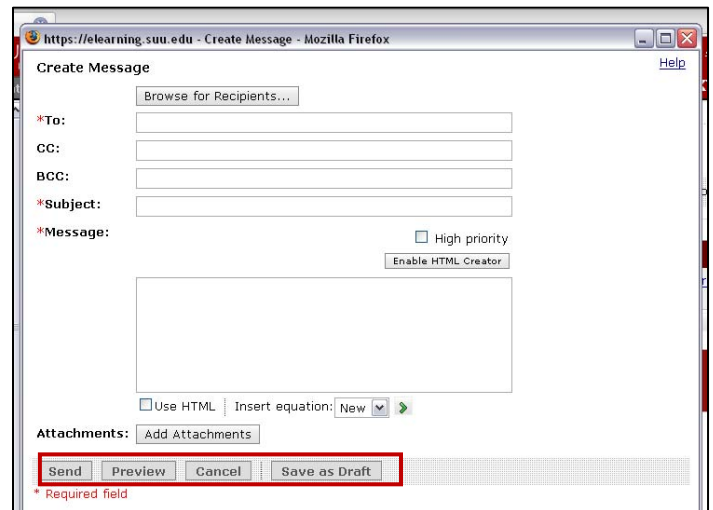
The CC area (Carbon Copy) is where you may include other people other than the main



recipients to receive a copy of the message.

The BCC (Blind Carbon Copy) area is where you may add other people other than the main recipients to receive a copy of the message. However no other participants will see their name. No one other than the sender of the message will know that those specific individuals received a copy of the message.

The Subject line is where the subject of the message must be entered.



The Message area is where the message of the mail is entered.

The Attachments area is where files can be attached to the mail.

To send the message to the selected participants *click* **Send**.

To preview the message before it is sent *click* **Preview**.

To cancel the message and not send it *click* **Cancel**.

To save the message to send at a later time *click* **Save as Draft**.

To mark as read/unread select the message(s) and *click* either **Read** or **Unread**.

For more options *click* the **ActionLink**. This provides a way to view or delete the message.

To create a printable view of, delete or move a message checkmark the message and click **Create Printable View**, **Delete** or use the Move to area.

There is an option to select Auto-refresh which will periodically refresh the Mail tool so that any new messages will appear. This is convenient as new mail messages may be sent while using the Mail tool. It does not interrupt the tool. A refresh now button can also be selected to refresh the Mail tool immediately.



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