



Email Messages

You can send messages to users enrolled in your course. When you create a message, you can enter plain text or use the HTML Creator to create content in HTML without entering HTML tags.

NOTE You cannot use the Mail tool to send e-mail messages to external e-mail accounts.

To create a mail message:

1. Click **Create Message**.
2. Click **Browse for Recipients** and select them.
3. Complete the Subject field.

Create Message

***To:**

CC:

BCC:

***Subject:**

***Message:** High priority

Use HTML Insert equation:

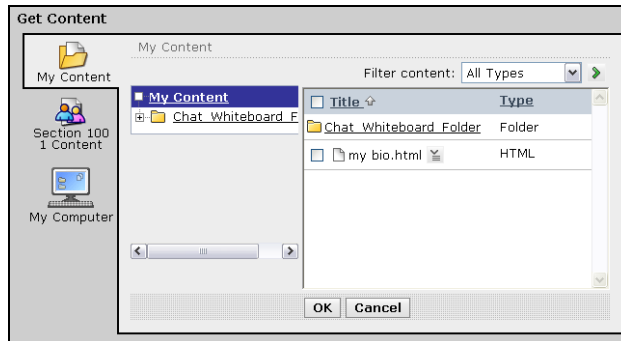
Attachments:

* Required field

4. To create the message in Plain Text format, enter it in the *Message* text box. The message will appear exactly as you have typed it. To hand code the HTML, select **Use HTML** and enter the HTML code into the *Message* text box.

Note: To create the message in HTML format, you can also use the HTML Creator. Depending on administrator settings, the HTML Creator may not be available or it may appear by default.

5. Click **Add Attachments** to add files to your message. The Content Browser pop-up window appears.



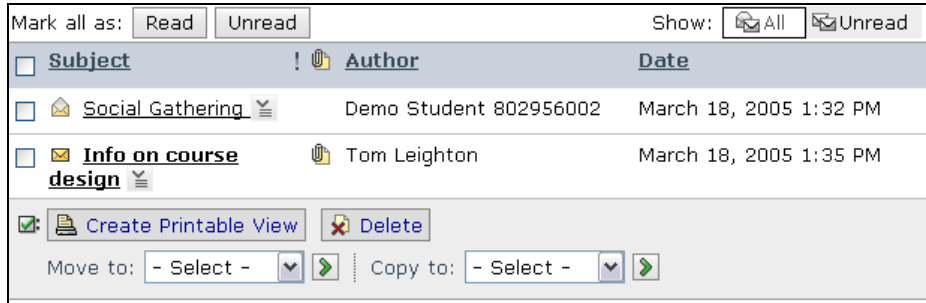
You can choose to attach files stored in one of your folders or on your local computer. Select the file and click **OK**. The Create Message screen appears with the selected files listed under Add Attachments.

6. Click **Preview** to view the message as it will appear to the recipient.
7. Click **Send**. The Messages screen appears and your message is moved to the Sent Mail folder.

Viewing Messages

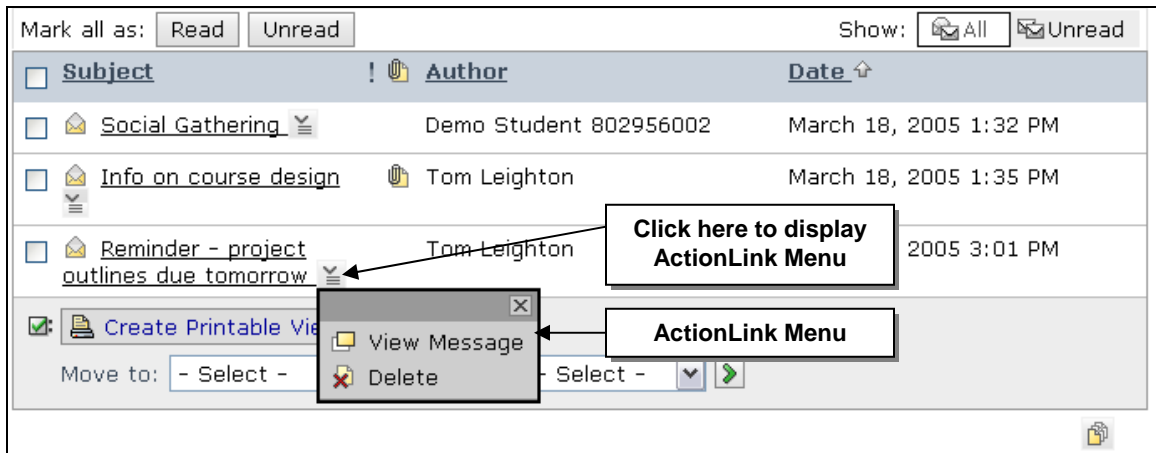
When information is underlined, it indicates that the item is clickable.

To view a mail message, click its hyperlinked title.



Using ActionLink Menus

ActionLink menus allow you to perform specific actions on individual items. The actions will vary depending on the item but can include viewing, previewing, deleting, hiding/showing, and setting release criteria.

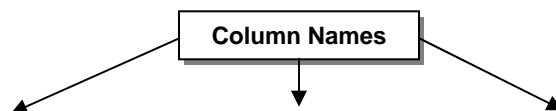


To delete a mail message, from its ActionLink menu, select **Delete**.

Sorting Messages

Items in a list can be sorted by clicking the column name. An up or down arrow next to a column name indicates the selected sort criteria and direction.

To sort mail messages by date, click the **Date** column. The default is to place the most recently received messages at the bottom of the list.



<input type="checkbox"/> Subject	! Author	Date ↑
<input type="checkbox"/> Social Gathering	Demo Student 802956002	March 18, 2005 1:32 PM
<input type="checkbox"/> Info on course design	Tom Leighton	March 18, 2005 1:35 PM
<input type="checkbox"/> Reminder - project outlines due tomorrow	Tom Leighton	March 18, 2005 3:01 PM

Selecting Items in a List

Individual mail items (messages) are displayed in a list. When you encounter a list of items, there are usually several actions that can be taken on selected items or on the entire list. For example, you might want to create a printable view of mail messages, which you can then print or save to a file.

To create a printable view of messages:

1. Select the messages that you want to include.

To quickly select all items, use the checkbox at the top of the list.

Mark all as:

<input checked="" type="checkbox"/> Subject	! Author	Date
<input checked="" type="checkbox"/> Social Gathering	Demo Student 802956002	March 18, 2005 1:32 PM
<input checked="" type="checkbox"/> Info on course design	Tom Leighton	March 18, 2005 1:35 PM
<input checked="" type="checkbox"/> Reminder - project outlines due tomorrow	Tom Leighton	March 18, 2005 3:01 PM

Move to: Copy to:

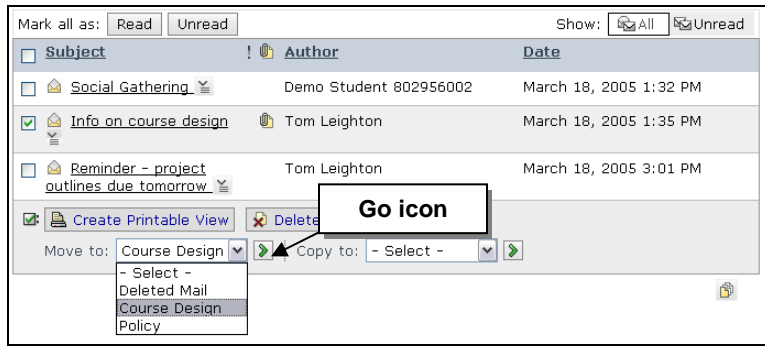
2. Click **Create Printable View**. The Compiled Messages screen appears.
3. Click **Print**.

Moving or Copying Items

You can move a message by selecting the checkbox next the message, selecting the folder to move the message to, and then clicking the Go icon. This same process can be used for move and copy functions throughout.

To move a message:

1. From the Messages screen, under Subject, select the check box next to each message you want to move.
2. From the Move to drop-down list, select a folder to move the message to and click the **Go** icon.

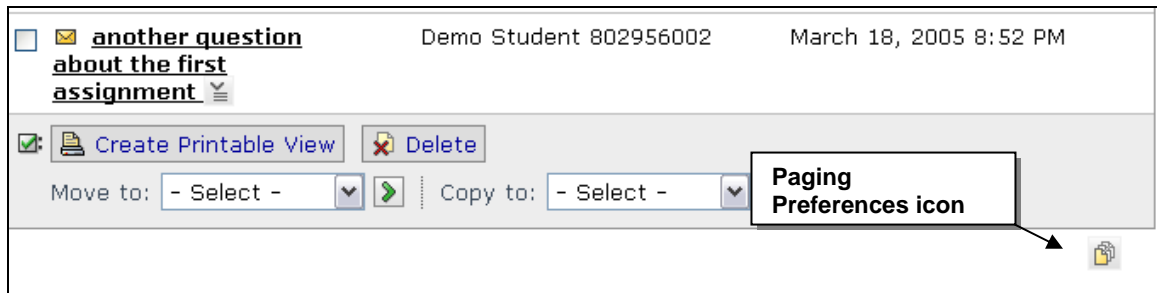


Paging

Whenever there are lists of items, you can choose how many items are displayed per page.

To select the number of mail messages to display per page:

1. Click the **Paging Preferences** icon.



In the Configure Paging Options window, enter the number of items to display per page. Click **OK**.