The Mail Tool

CE 8's Mail tool allows you to communicate privately with other users in your course. Mail includes features common to most standard email programs such as:

- Send, receive, and forward message, in plain text or HTML
- Attach files to mail messages
- CC (carbon copy) or BCC (blind carbon copy) message recipients
- Print, search, compile, and organize messages into folders

To access Mail from inside your course, click on the Mail tool from the Course Tools panel. If that link is not visible from within the Course Tools panel, you as the course designer can turn the tool on in the Build Tab --> Manage Course --> Tools menu.

The Mail interface

On the Mail Screen

- Folders are listed in the left frame. The number in parentheses is the total number of messages in the folder, the number outside the parentheses is the number of unread messages contained in that folder. The open folder’s messages are displayed in the right frame.
- Messages are listed in the right frame. Unread mail is indicated by the closed envelope icon to the left of the message title.

To read a message, click its hyperlinked subject title.

Creating a Message:
* You CANNOT use the Mail tool inside your course to send messages to external email accounts.

1. From within the Mail tool, click Create Message.
2. DO NOT TYPE AN EMAIL ADDRESS IN THE To: FIELD! You MUST use the Browse for Recipients button. Click the Browse for Recipients button and select your intended recipient(s). Keep in mind of your paging preference in the lower right corner of the recipient listing...you may be only viewing records 1 through 10.
3. Complete the Subject field
4. Complete the Message field
5. Click Add Attachments if necessary (and browse for your attachment)
6. Click Send

You can also use the HTML Creator to add formatting to your mail message (ie. Change the font, font color, font size, etc.)

Other Features of Mail:

- You can Sort messages by clicking on the Column Names. For example, to sort mail messages by date, click the Date column header.
- You can create a printable view of selected messages by selecting messages and clicking the “Create
Printable View” button.

- You can move or copy items to folders you've created.