

Course Email

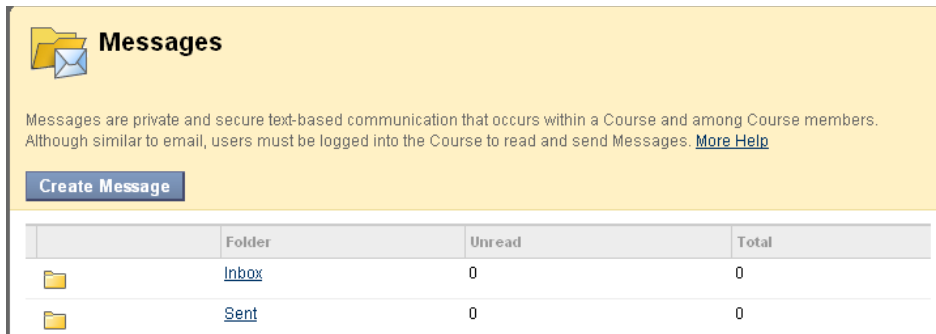
By Dick Evans

This paper will explain composing email, reading email, and responding to email in Bb9. The features are straightforward so instructions on how to Print, look through Sent mail, Delete old mail, etc are not covered in this paper.

Attachments are NOT allowed in Course Email.

This works similar to the Mail function in WebCT, even though it is called Messages.



On the Course Menu, click **Course Email** to open the Messages window.



Messages

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](#)

[Create Message](#)

	Folder	Unread	Total
	Inbox	0	0
	Sent	0	0

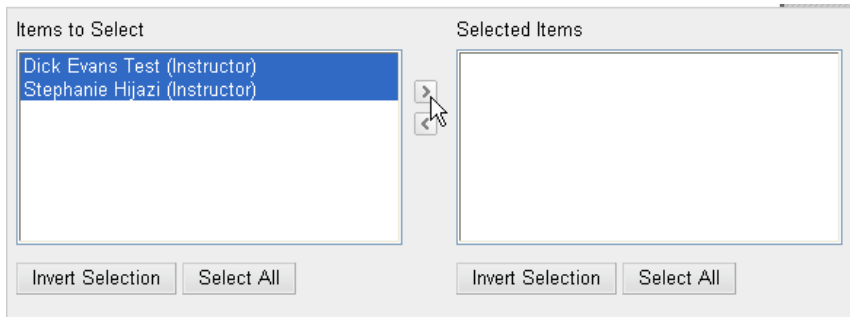
This works the same with Edit Mode ON or OFF.

Composing a Message

Click the Create message button

1. Recipients

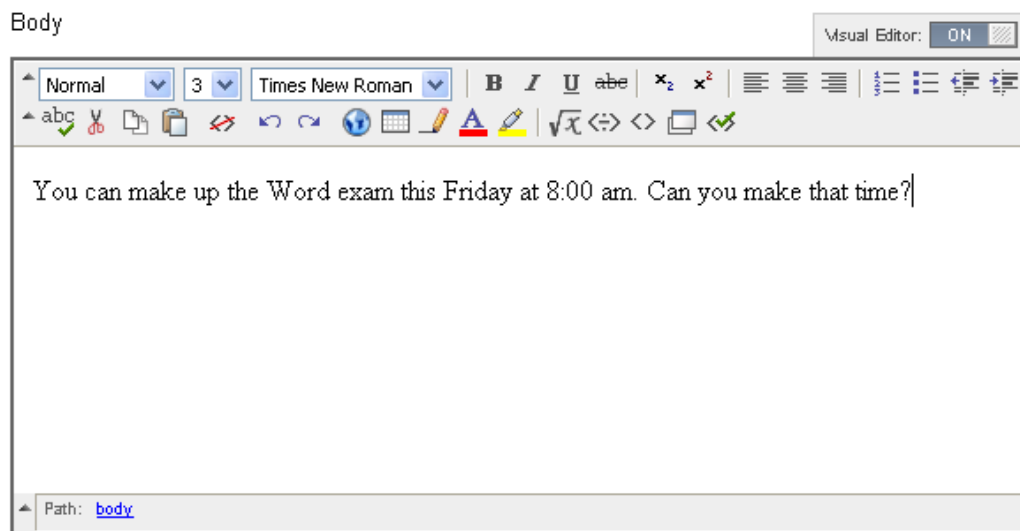
Click the To button.



Select the recipients and move them to the right side by clicking the right arrow >

2. Compose Message

* Subject




Add text to the Body of your message.






3. Submit

Click Submit.

Reading a Message





	Folder	Unread	Total
	Inbox	1	1
	Sent	0	1

Click the Inbox link under the Folder column.

 					
<input type="checkbox"/>		Status	Sender	Subject	Date
<input type="checkbox"/>			Dick Evans Test	Exam Makeup 	Friday, May 22, 2009 1:12 PM

<input checked="" type="checkbox"/>			Dick Evans Test	Exam Makeup 	Friday, May 22, 2009 1:12 PM
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Click the Subject link to open the message.

From Dick Evans Test
To Stephanie Hijazi; Dick Evans Test
Cc
Sent Friday, May 22, 2009 1:12 PM
Subject Exam Makeup

You can make up the Word exam this Friday at 8:00 am. Can you make that time?

Replying to a Message

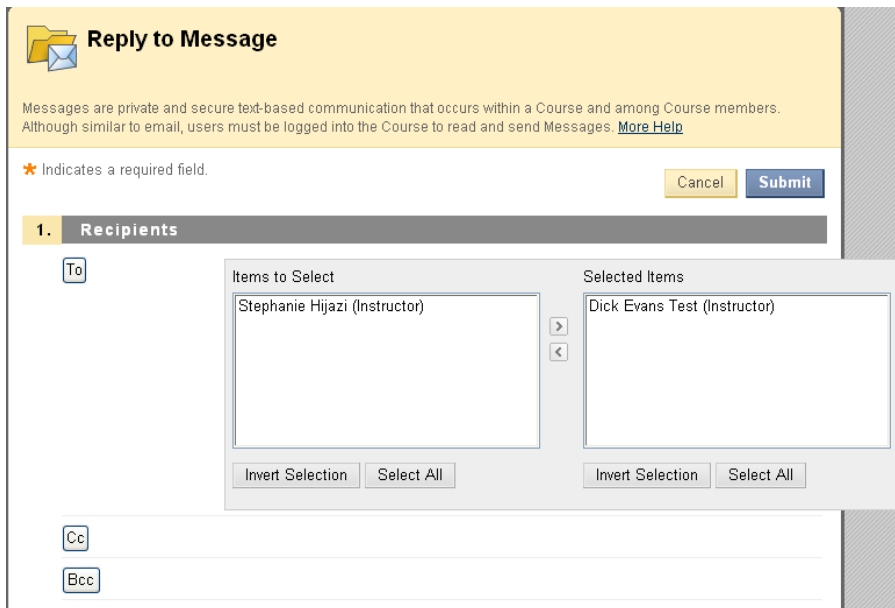
From Dick Evans Test
To Stephanie Hijazi; Dick Evans Test
Cc
Sent Friday, May 22, 2009 1:12 PM
Subject Exam Makeup

You can make up the Word exam this Friday at 8:00 am. Can you make that time?

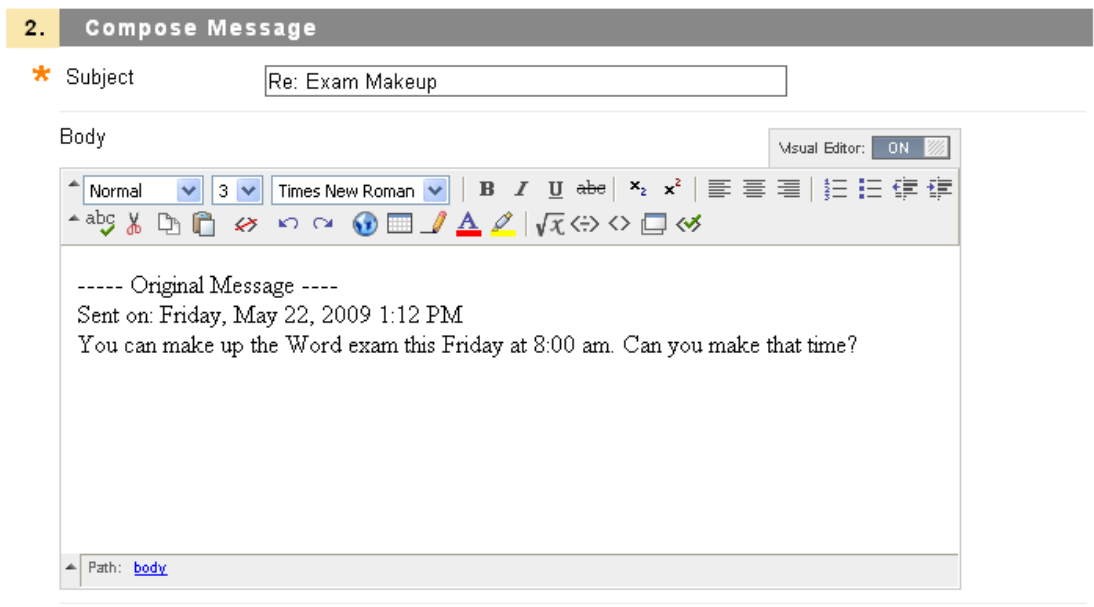
Open the message and click Reply.



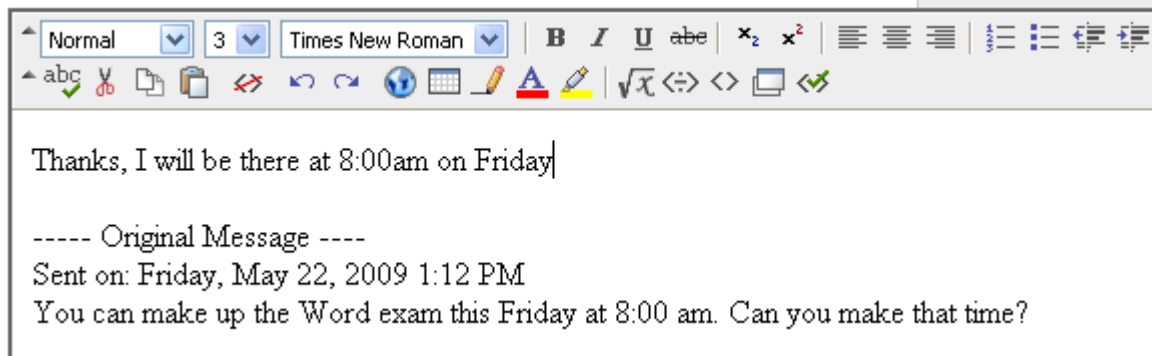
Choose Sender or All.



You can change the recipients in section 1.



The original message is included in the Body of the message.



Type your response as you would in any other email system.

3. Submit

Cancel

Submit

Click Submit to send the reply.

Success: Message sent to one or more recipients

The "Success" message indicates that the message was sent.