

## Email Tool

The Email Tool is used to receive and store your course emails.

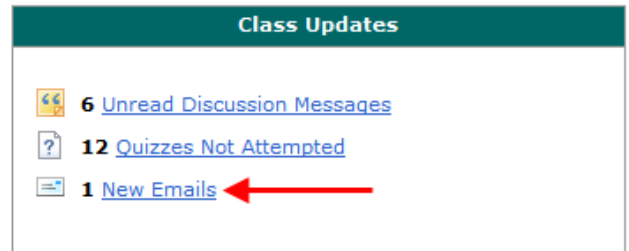
- External email messages (Yahoo, Gmail, and Hotmail) cannot be received in Online Campus.
- You can organize your messages by creating folders.
- There is one email tool per person so users will be able to receive all their Online Campus email messages on one location.

**Note:** To send an email, students should use the **Classlist tool**.

## New Email Notification

When a new email is received, an indicator message will display in the "Class Updates" Widget.

**Note:** Since there is one email tool per user and not per class, the notification of a new email in the Class Updates widget does not necessarily mean that the email is from a person in the class you have entered.



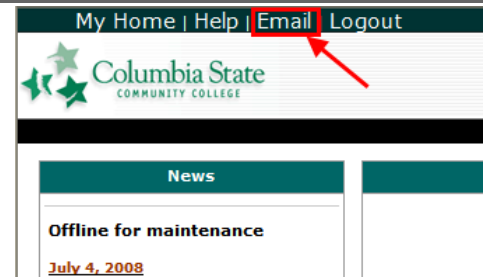
## Accessing the Email Tool

There are two ways to access the Email tool

1. Click Email on the CoSCC Online Campus homepage menu

Or

2. Enter one of your courses and select it from the course menu



## Email Options

Use the Email Options at the top of the Message List to access the tool features.



**Message List**

Click Message List to return to the message folder when viewing different email pages.



**Compose**

The compose feature does not work correctly. To send email, use the Classlist tool.



**Refresh**

Refresh will reload the message list page and check for new emails.



**Folder Management**


Folder Management will take you to a page where you can sort the messages received in folders that you create.



**Settings**

This options takes you to a page where you can customize your email and display options.

## Settings Options

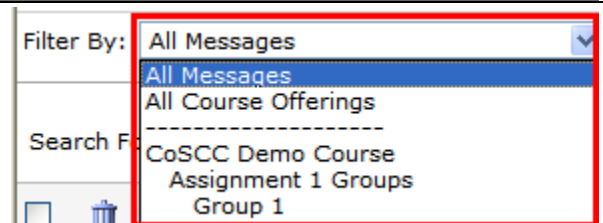
1. Click the  Settings icon on the Message List page to access your mail settings. Turn your settings on or off by selecting the check boxes and radial buttons, and entering information into the fields beside the options.
2. Click Save once you have made your changes.
3. Click Message List to return to where you were.

Include original message in email replies	When you reply to an email, the original message will be included with your reply.
Save a copy of your sent messages to the Sent Mail folder.	A copy of the messages you send, with attachments, will be saved to the Sent Email folder. Only applies to users who can receive email.
"Reply to" Email Address:	<b>This option does not work.</b>
Email Signature	Add text that will appear at the bottom of the every email messages you send.
Show the Message Preview pane.	Using the preview pane allows you to read messages from within the Message List page. If you turn this option off, clicking on a message will open a new window containing the message. Only applies to users who can receive email.
Show the Folder List pane	This option displays the folder pane to the left of the Message List area. The folder pane contains the same content as you would find in the folder drop-down list. Only applies to users who can receive email.
Mark messages as read when viewed in the Message Preview pane	Using the preview pane to read your messages will mark them as read. Only applies to users who can receive email.
Allow filtering messages and contacts on group enrollment	Controls whether groups and sections are listed in the Filter By field in the message list and the address book.

## Filtering Messages

The Filtering messages option provides you with a quick way to sort and view your messages by specific course associations or group associations.

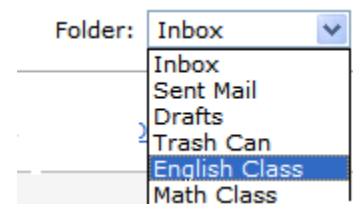
- **All Messages:** Includes course messages, and messages from Online Campus administrators.
- **All Course Offerings:** Displays messages associatee with any course offering
- **Specific Course Associations:** Displays messages associated with at specific course. Filtering messages



## Folders

Use the Folder drop-down list to display messages kept in a specific folder. The folders are either system-created or created by you. System folders include:

- Inbox
- Drafts
- Sent Mail
- Trash



## The Folder Pane

The folder pane, located to the left of the Message List area, contains the same content as is in the Folder drop-down list. You can turn this feature On or Off in the Settings page.

Manage the organization and naming of these folders through the Folder Management page.



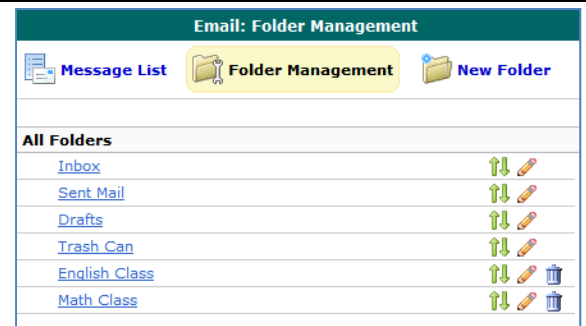
To access content in the Folder pane, click a folder's name

## Managing Mail Folders


To access the Folder Management page from the Message List, click the

Folder  **Folder Management**

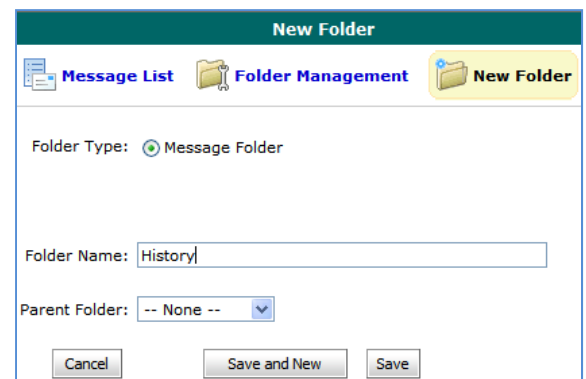
Management icon. The Folder Management page displays.



## Add a Folder


1. Click the  **New Folder** New Folder icon. The New Folder page displays.
2. Type a name for the folder in the Folder Name field.
3. Assign the folder a Parent Folder, if applicable.

**Note:** Choosing a parent folder means that the folder you add will be "nested" within the parent folder. Choose "None" if you do not want the folder to have a parent. You can nest folders as deep as you would like. An example would be creating a History folder as a "Parent Folder" and then creating an Assignment 1 folder under that folder



4. Click Save to save the folder, or Save and New to save the folder and add another new folder.
5. Click Close to close the New Folder window and return to the Folder Management page.


## Edit a Folder

1. In the Folder Management page, either click the name of the folder you want to edit or click the  Edit icon. The Edit Folder page displays.




While you can change the name, the parent folder, and delete folders you have created, you can only change the name of system-created folders. You cannot delete system created folders (Trash, Draft, Inbox,), nor can you change their parent folder.

2. After editing the folder information, Click Save to save the folder, or Save and New to save the folder and add a new folder.
3. Click Close to close to the Folder Management page.

## Delete a Folder

Click the  Delete icon next to the folder you want to delete. You cannot delete system created folders.

## Reorder a Folder List

1. Click the  Reorder icon on the Folder Management page.
2. Select the checkbox next to the folder(s) you want to move.
3. Click the  Up or  Down buttons to move the folder(s) through the order.
4. Once you have the folders ordered the way you want click Save.
5. Click Go Back to return to the Folder Management page.

The Reorder page only lists folders that are organized at the same level (i.e. they are either top-level folders or share a parent folder). To change the nesting structure of folders at different levels (remove or add a parent association) you must edit the Parent Folder field for folders on the Edit Folder page.

## Email Icons



Unread Email Message



Read Email Message



Sort by Priority



Attachment




Delete

## Managing Messages

From the Message List page you have a number of options for managing your messages.


## Delete Messages

To delete a message from the Message List

1. Select the check box next to the message or messages you want to delete.
2. Click the  Delete icon.

**Note:** Deleted messages are moved to the Trash folder. Deleting the message from the Trash folder removes it permanently.

## Mark Messages as Read

1. Select check box next to the message or messages you want to mark as read.
2. Click the  Mark as Read icon.

**Note:** To mark a message as unread, open the message and click the  Mark Unread icon in the Message Preview page.

## Move Messages to A Folder

1. Select the check box next to the message or messages you want to move.
2. In the Move To drop-down list, select the folder you want to put the message(s) in.



## Select Number of Messages seen on the Page

1. Use the per page drop-down list to set how many messages are displayed per page.
2. Sort messages in the Message List

## Sort Messages in the Message List









You can sort the messages in the Message List by their priority, whether they contain attachments, as well as their To/From, Subject, Date, and Size attributes.

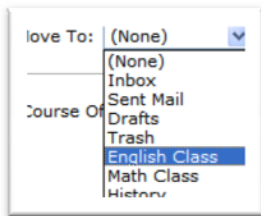
To sort the message list, on the Message List page, click the icon or title representing the type of sort you want to perform.

Sort by	Description
	Sort by Priority
	Attachment
To / From	Alphabetically Sorts messages by sender names
Subject	Alphabetically sorts messages by subject lines.
Date	Chronologically sorts messages.
Size	Sorts messages by size.

## Reading Email

To read messages, from the Message List page, click the Subject link of the message. The message will open either in the preview pane or in a new window, depending on your settings.

Option	Description
 <b>Reply</b>	Reply to the sender only. Whether or not the original message is included in the reply is determined by your settings.
 <b>Reply All</b>	Reply to all recipients of the message, including the Cc addresses.
 <b>Forward</b>	Forward the message to an address other than the sender's.
 <b>Move to Trash</b>	Move the open message to the trash folder.
 <b>Mark Unread</b>  <b>Mark Read</b>	Return the message to the Message List with its status changed to Unread or Read.
 <b>View Printable</b>	See how the message will look printed out. From here you can directly print it or return to the message area.
 <b>Change Course Offering Association</b>	Click Choose Course Association to attach (or modify) a course association to this message. This option is for organization purposes. Messages associated with courses can be easily filtered and searched for.





Use the Move To drop-down list to move this message to one of the folders.



Associate a flag with this message. Use this option to group messages together based on flag colors.

## Replying to and Forwarding Mail

1. In the Message List, select the message you want to reply to by clicking the message's subject link. The Message Preview page displays.
2. To reply to only the sender, click  **Reply**. To reply to all the recipients of the message, click  **Reply All**.
3. Add any additional content, including attachments, to the message.
4. Click Send.