

Email: Sending

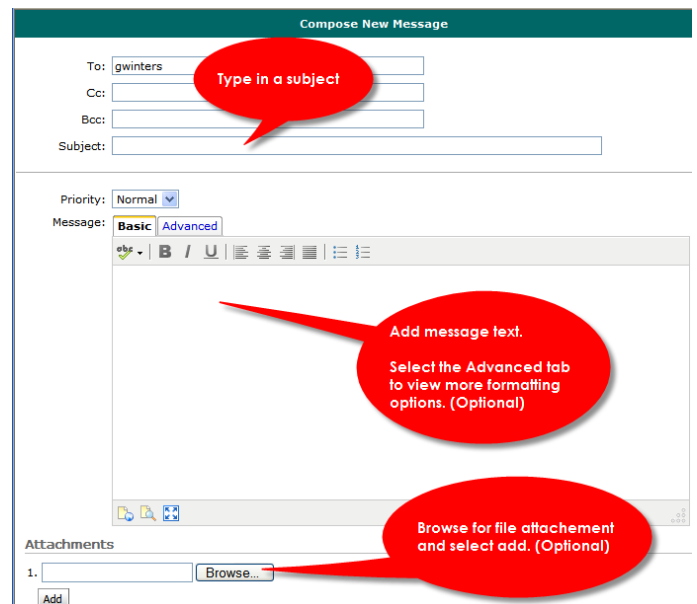
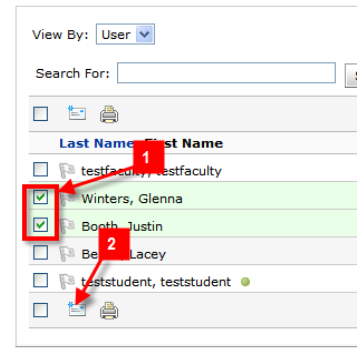
To send an email in Online Campus, students and faculty will use the Classlist tool, not the email tool. The email tool is for receiving, replying, and storing email messages. There is one email tool per user so all of your email messages will be sent to one location.

Emailing a Classmate or Faculty in the Classlist

1. From the Classlist tool, click the checkbox next to the name of the person to be emailed.
2. Click the email icon at the bottom of the list

The Compose New Message page displays in a new window.

1. Type your subject
2. Type in message.
 - Select the Advanced tab to see more formatting options. (Optional)
3. Add an attachment if needed.
4. Click Send.



Emailing the entire class

1. At the top of the Classlist tool, select "Email everyone on this tab"

The Compose New Message box will open with the entire Classlist in the To: box.

2. Type in the subject and message in the appropriate fields and add an attachment if needed.
3. Click Send

