

## 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, a red dot will appear on the email notification icon.

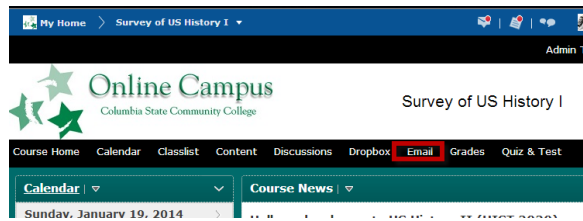
**Note:** Since there is one email tool per user and not per class, the notification of a new email in the Class Updates widget does not necessarily mean that the email is from a person in the class you have entered.



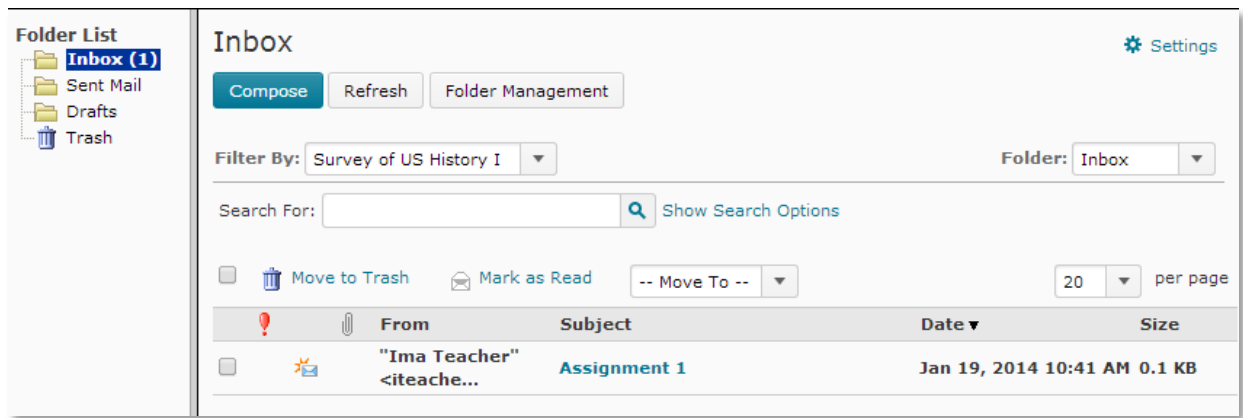
## Accessing the Email Tool

There are two ways to access the Email tool

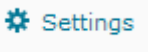
1. Click Email on the CoSCC Online Campus homepage menu
2. Enter one of your courses and select it from the course menu



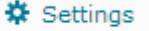
## Email Options



Example of Email Tool

|   |   |
|---|---|
| Compose   | The compose feature does not work unless you know the receiver's elearn email address. You do not use @columbiastate.edu addresses in Online Campus. 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.  |
|  | 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.  |
| 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.

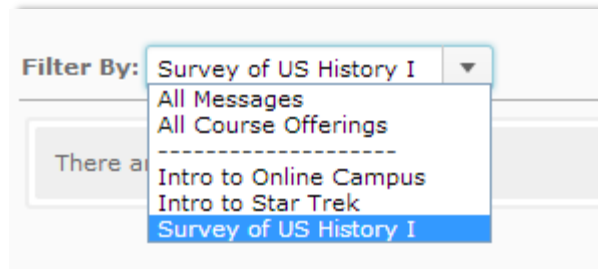
Allow filtering messages and contacts on group enrollment

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:

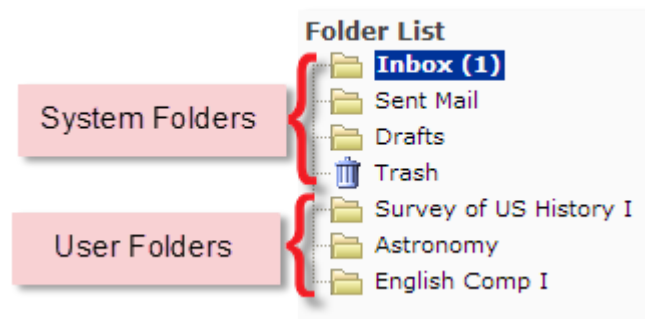
- Inbox
- Drafts
- Sent Mail
- Trash

## 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

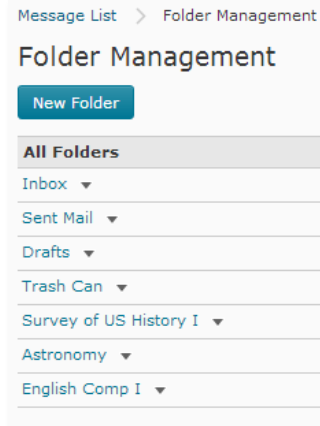


## Managing Mail Folders

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

[Folder Management](#)

Folder Management icon. The Folder Management page displays.



### Add a Folder

1. Click the 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 drop arrow and then select the Edit option. The Edit Folder page displays.
2. After editing the folder information, Click Save to save the folder.
3. Click Close to close to the Folder Management page.

### Delete a Folder






On the Folder Management page, click the drop arrow next to the folder, then click Delete. You cannot delete system created folders.

### Reorder a Folder List

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

6. 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




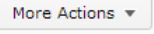

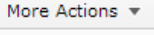



You can sort the messages in the Message List by their priority, whether they contain attachments, as well as their To/From, Subject, Date, and Size attributes.

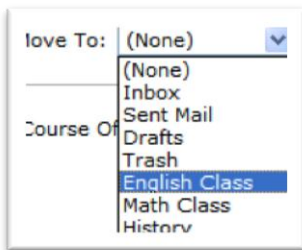
To sort the message list, on the Message List page, click the icon or title representing the type of sort you want to perform.

| 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  |
|---|--|
|  | Reply to the sender only. Whether or not the original message is included in the reply is determined by your settings. |
|  | Reply to all recipients of the message, including the Cc addresses.  |
|  | Forward the message to an address other than the sender's.   |
|  | Move the open message to the trash folder.   |
|  |  |
|  | Return the message to the Message List with its status changed to Unread or Read.                                      |
|  |  |
|  |  |
|  | See how the message will look printed out. From here you can directly print it or return to the message area.          |



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 to All.
3. Add any additional content, including attachments, to the message.
4. Click Send.