

Emailing in Online Campus

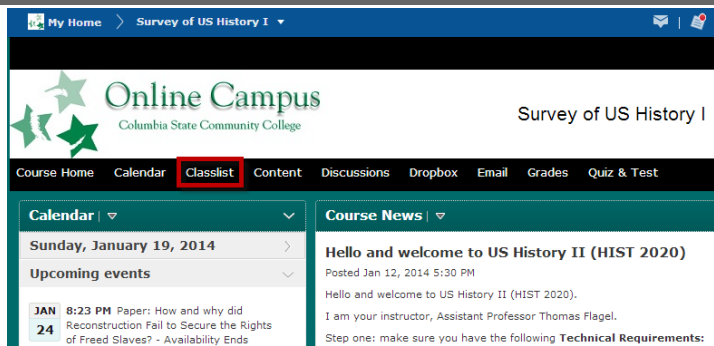
To send an email in Online Campus, students and faculty will use the Classlist tool, not the email tool. The email tool is for receiving, replying, and storing email messages. There is one email tool per user so all of your email messages will be sent to one location.

Using the Classlist Tool to send email

The Classlist tool is used in conjunction with the email tool. Use the Classlist to identify who is in your course and send email.

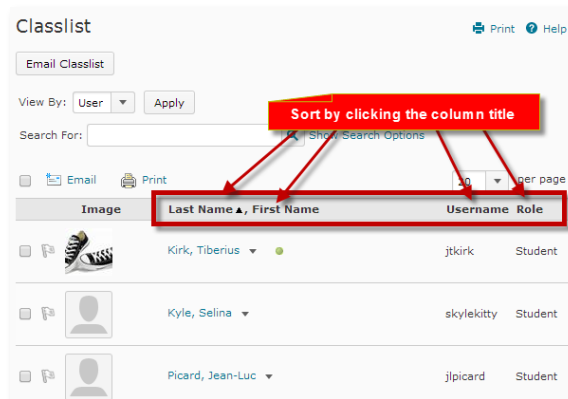
Accessing the Classlist Tool

From within the course, click the Classlist link on the course toolbar.



Sorting

1. Users displayed in the Classlist tool can be sorted by Last Name, First Name, or Role.

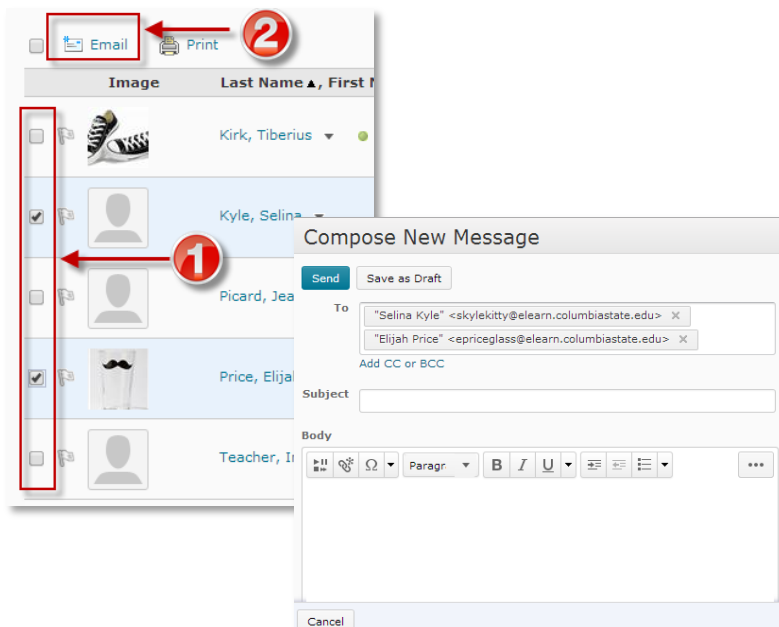


Emailing a Classmate or Faculty in the Classlist

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

The Compose New Message page displays in a new window.

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

