

Send Mail

Students can send email to individuals who participate in a particular course or organization from the Send Email page. Emails can be sent to individual users or to groups of users within the course, such as all Users. Students cannot send email to users not in their course list from the course COMMUNICATIONS > SEND E-MAIL tool.

From My Institution area:

1. Click on Send E-mail from Tools area.
2. Fill in **Subject** and **Message** fields.
3. Scroll down to the bottom of the page and click on the **Submit** button.

More Information

Q: What are my options for recipients?

A: The following is the list of possible recipients you can send emails to.

All Users - Sends email to all users in the course or organization.

All Groups - Sends email to all of the groups in a specified course or organization.

All Teaching Assistants - Sends email to all of the teaching assistants in a specified course.

All Instructors - Sends email to all of the instructors for a specified course.

All Observers - Sends email to all of the observers for a specified course.

Select Users - Sends email to a single user or select users in a specified course.

Select Groups - Send email to a single group or select groups in a course.

Select Observers - Sends email to a single observer or select observers in a specified course