

How to Read Course Mail

To view a course mail message:

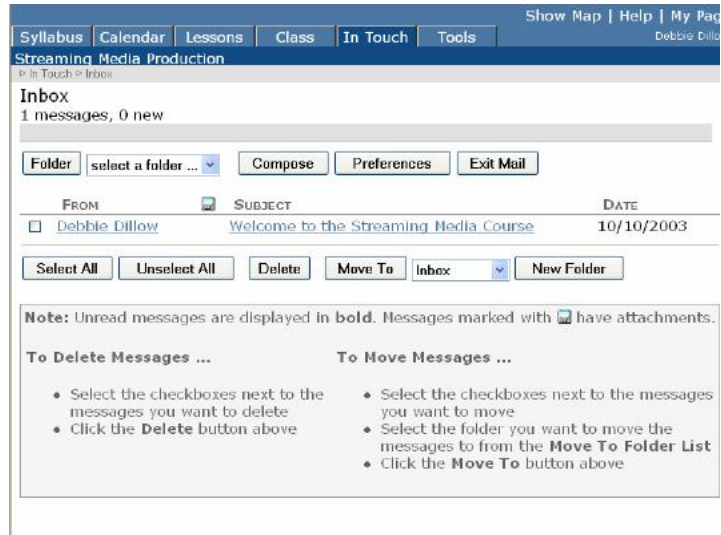
1. Log into your ANGEL course and click the **In Touch** tab.

2. Click the **Read Course Mail** hyperlink. Your Course Mail Inbox will appear on the screen.

Note: New/Unread messages will appear in bold. Once the message has been opened, it will appear non-bold.

Messages with attachments will display a floppy disk icon located to the left of the message subject.

To delete a message, select the checkbox located next to the message and click the Delete button. Deleted messages are moved to the Trash folder. To completely delete a message, you must delete the message from the Trash folder view.



To select all of the messages listed, click the Select All button. To deselect all of the messages listed, click the Unselect All button.

To move a message to another folder, select the checkbox located next to the message, select a folder from the Move To drop-down menu and click the Move To button. You can optionally create a new folder before moving the message by clicking the New Folder button.

To view a different folder, select a folder from the Select a Folder drop-down menu and click the Folder button. Click the Compose button to send a new course mail message. Click the Exit Mail button to exit Course Mail and return to the In Touch page.

Click the Preferences button to configure your ANGEL account to forward all course mail messages (for all courses and groups in which you are enrolled) to an Internet email account.

3. Click the hyperlinked name of the sender or the subject of a course mail message to display the full message. The course mail message will appear on the screen.

Note: To view a list of who has and has not read the message, click the “see who has read this message” hyperlink located in the header of the message. Messages sent using the “Do not disclose recipients” option will not display the names of recipients who have and have not read the message.

To view a message attachment (if applicable), click the hyperlinked filename of the attachment displayed at the bottom of the message under the Attachments section.

Click the appropriate button to reply, reply to all, or forward the course mail message. Click the Delete button to delete the current message or click the Message List button to return to the Inbox. Deleted messages are moved to the Trash folder. To completely delete a message, you must delete the message from the Trash folder view.

To move the message to another folder, select a folder from the Move To drop-down menu and click the Move To button. You can optionally create a new folder before moving the message by clicking the New Folder button.