

## How to Send Course Mail

The Course Mail tool allows students and instructors to correspond with each other without requiring the use of an internet email account. The Course Mail tool provides access to the HTML Editor and Spell Checker utilities, supports adding attachments, forwarding to internet email addresses and allows the sender and recipients to monitor who has and has not read a message.

To send a course mail message:

1. Log into your ANGEL course and click the **In Touch** tab.
2. Click the **Send Course Mail** hyperlink. The **Compose Message** interface will appear on the screen.
3. Select the intended recipient(s) from the **To** select box.

**Tip:** Hold the 'Control' key on your keyboard (or the Apple key on a Macintosh) to select multiple recipients.

4. Type a subject for the message in the **Subject** field.

5. Type the message in the **Message** field.

**Note:** Click the Attachments button if you want to add an attachment to your message. Select the Do not disclose recipients checkbox if you want to bcc (blind carbon copy) or hide the identities of the recipients. Select the Send a copy of this message to recipient's Internet email account checkbox to send a duplicate message outside the ANGEL environment to the recipients' email address.

6. Click the **Send Message** button. A message will appear stating that the message was successfully sent.

7. Click the **OK** button.