Sending Email from Your Course

Step 1. To begin Click **Tools** from the course menu.
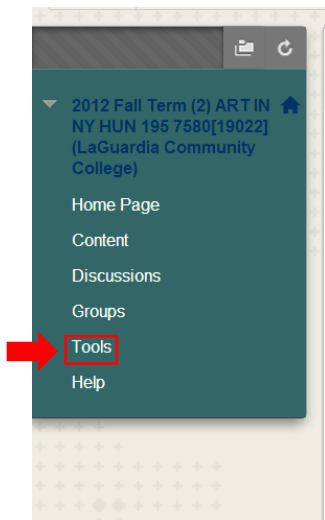
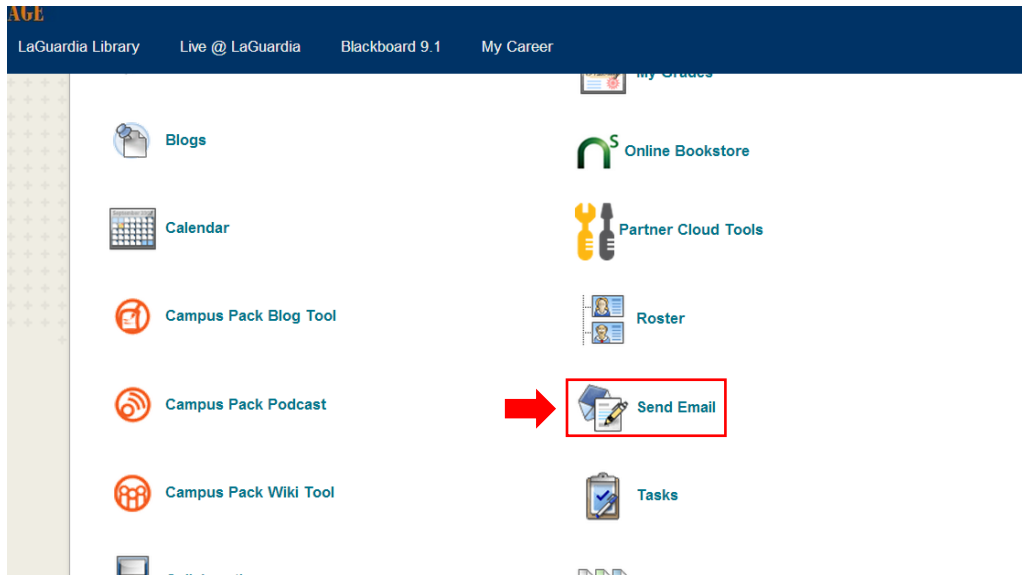**Step 2.** Click **Send Email**

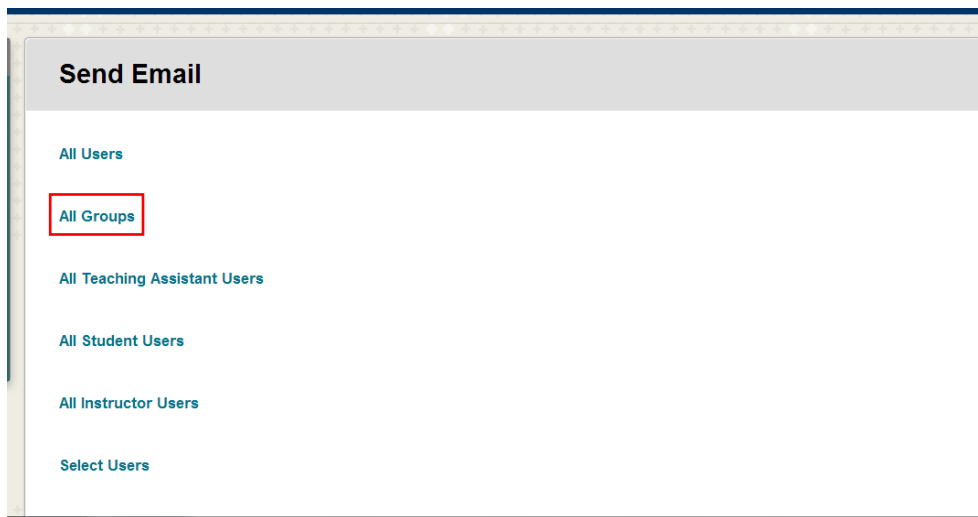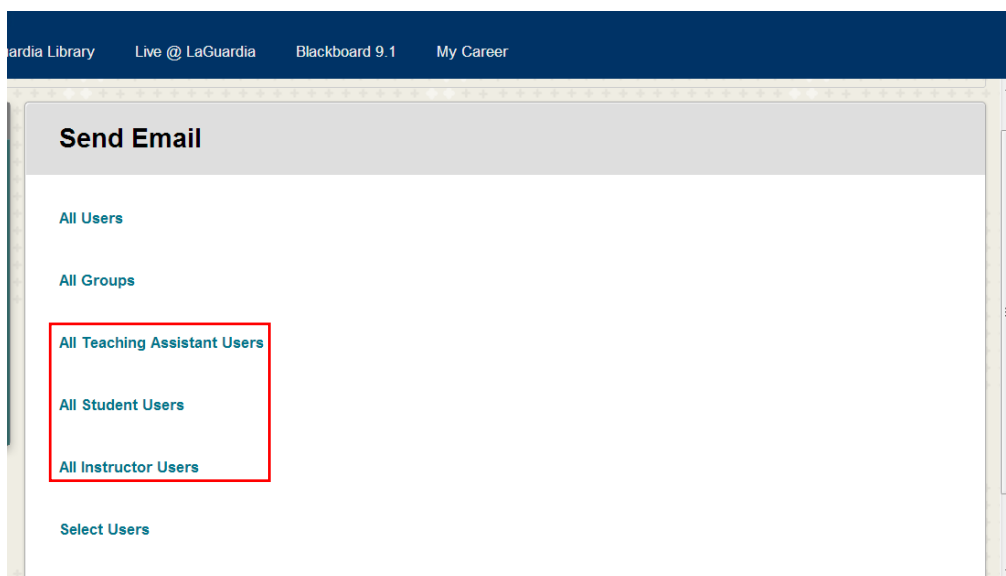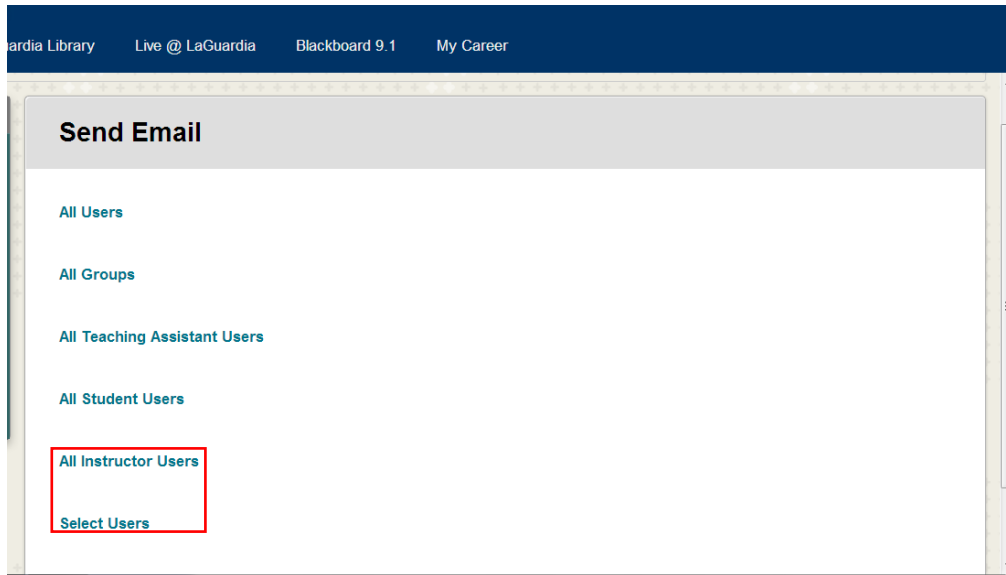**Step 3.** You have the option to send emails to **All Users** in your course.
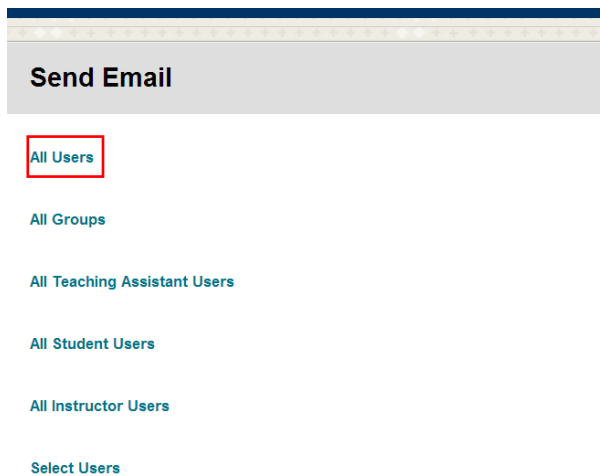
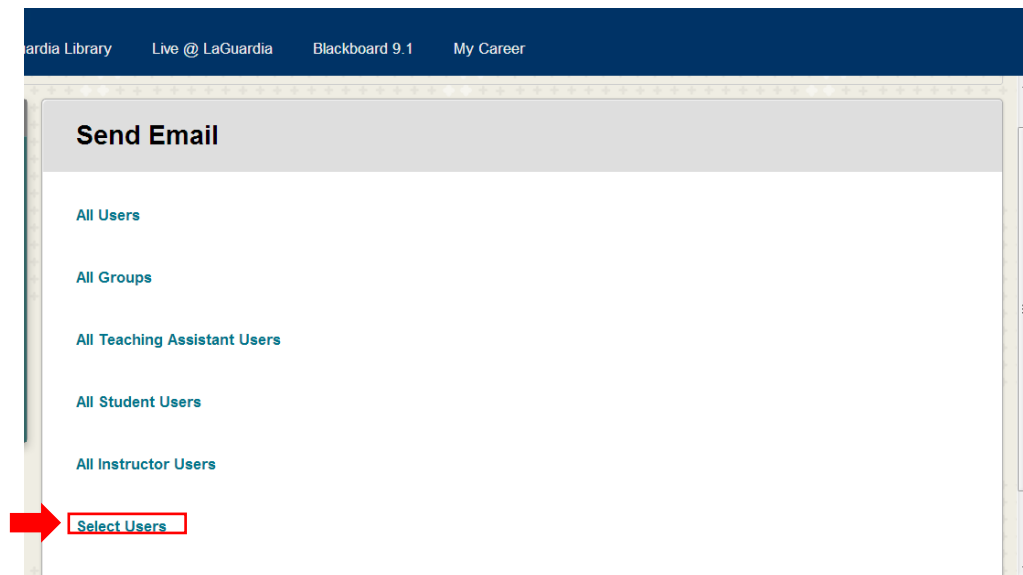**Step 4.** You have the option to send emails to **All Groups**.

Step 5. You have the option to send emails to different users such **as Teaching Assistants Users**, **Students Users and Instructors Users**.
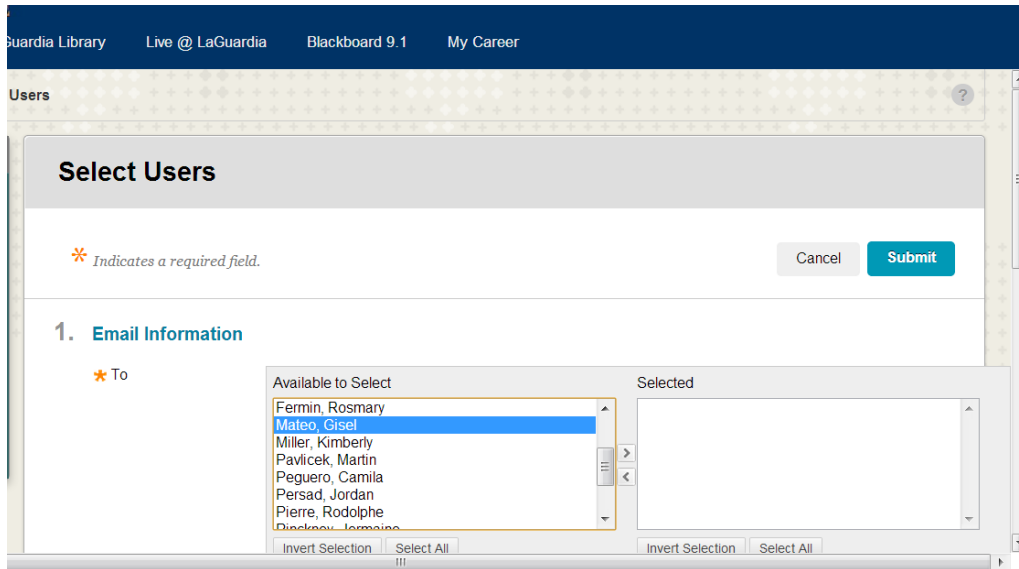
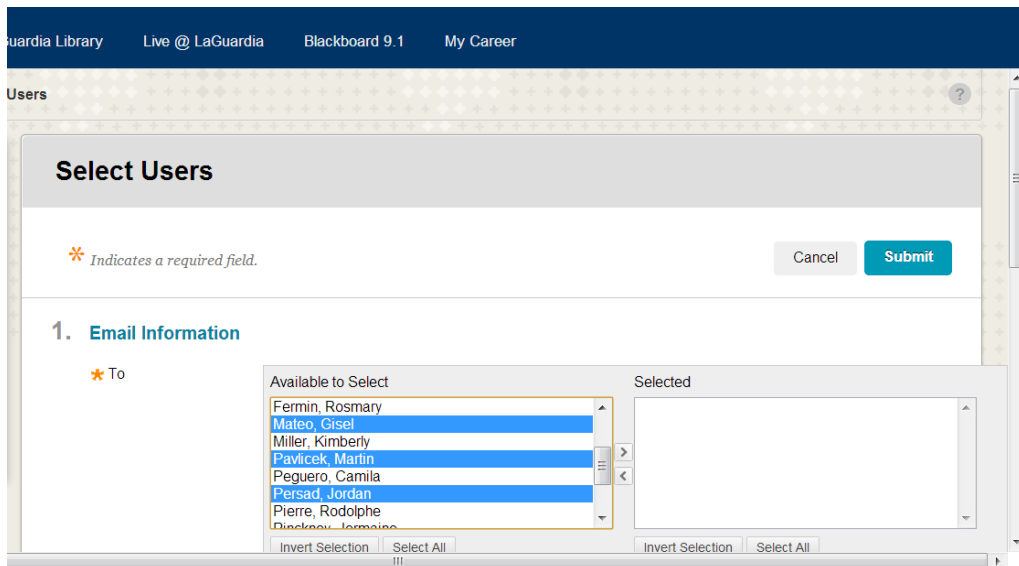**Step 6.** You have the option to send emails to Selected Users or Selected Groups.

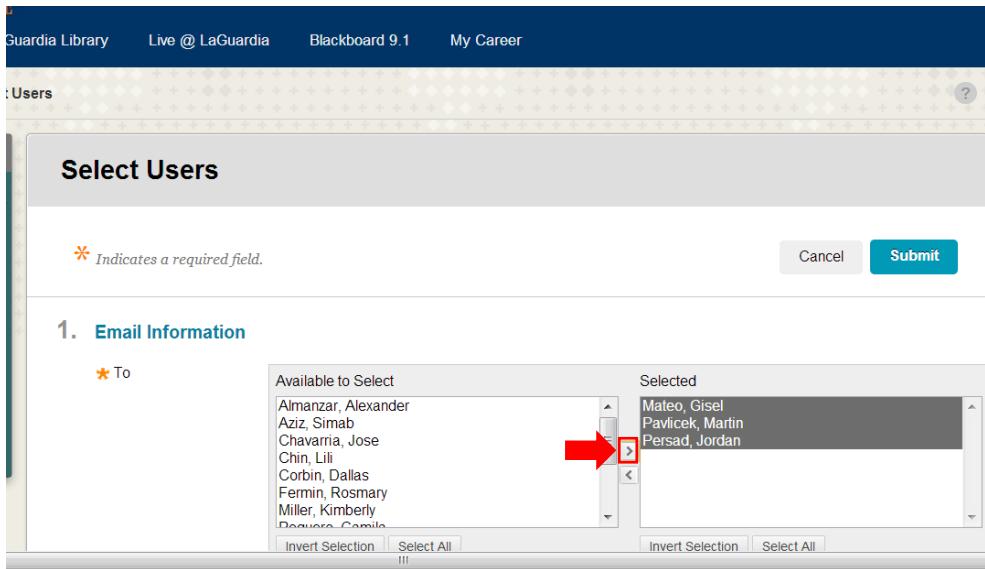**Step 7.** Send the email to Selected Users, Click **Select Users**

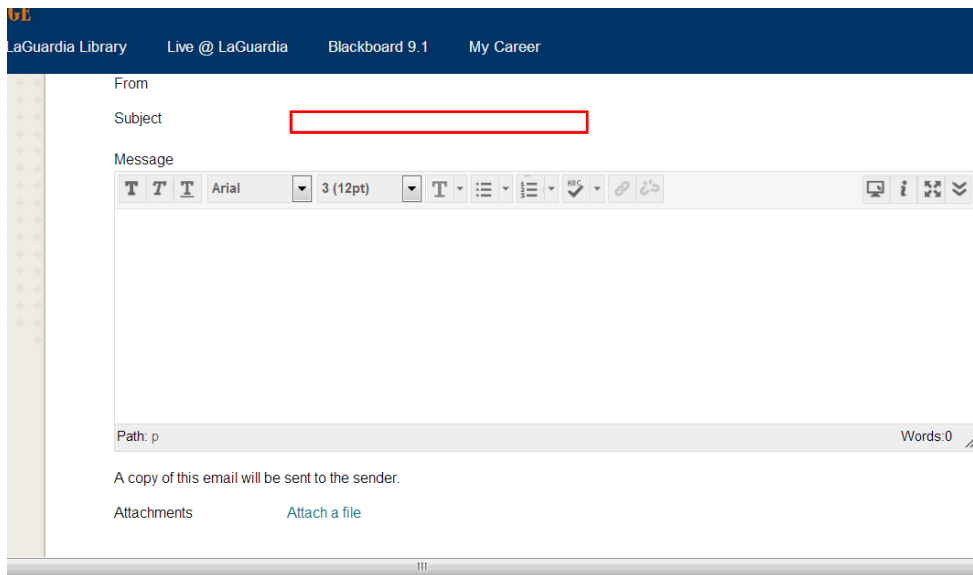**Step 8.** Choose your recipients in the Available to Select box and move them to the Selected item box.

Step 9. Hold down on the Control key (Ctrl) on the PC or the Command Key on the MAC to select multiple users.
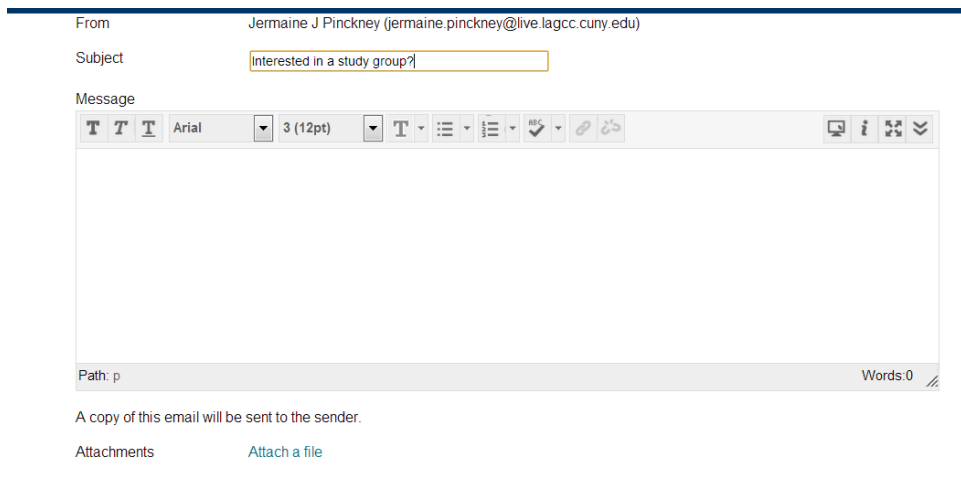
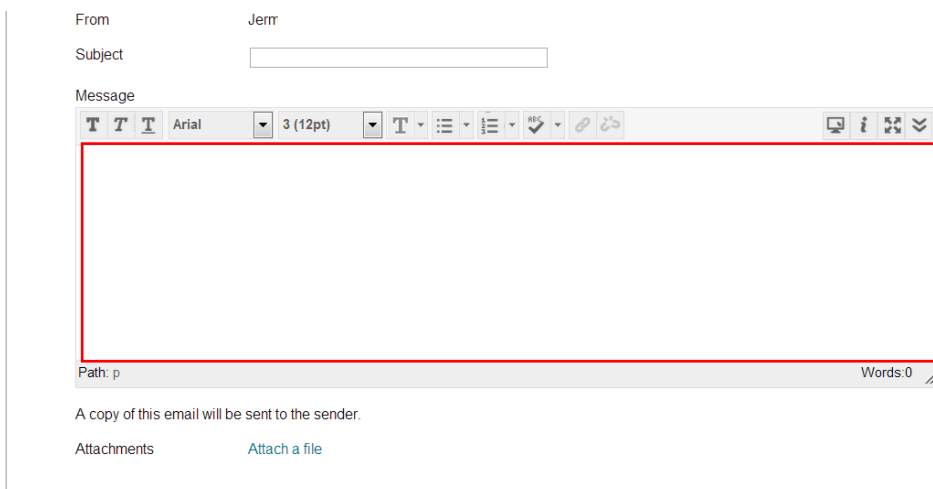**Step 10.** Click the arrow that's facing the right as shown the picture below.

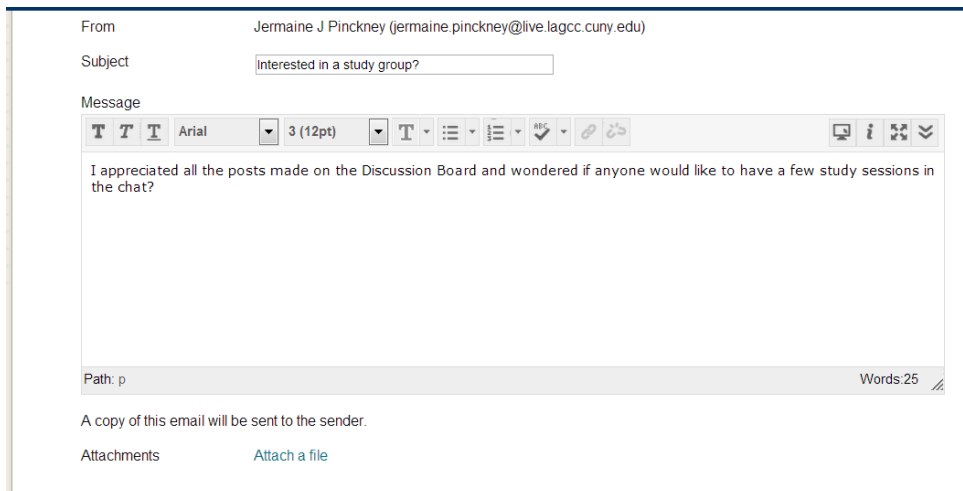**Step 11.** Type the Subject of the email.

Step 12. The Subject of the email should look like the picture below.

Step 13. Then compose your message.

Step 14. Your message should look like the picture below.

Step 15. You have the options to add attachments. **Click Attach a file**.

Step 16. Click **Submit**
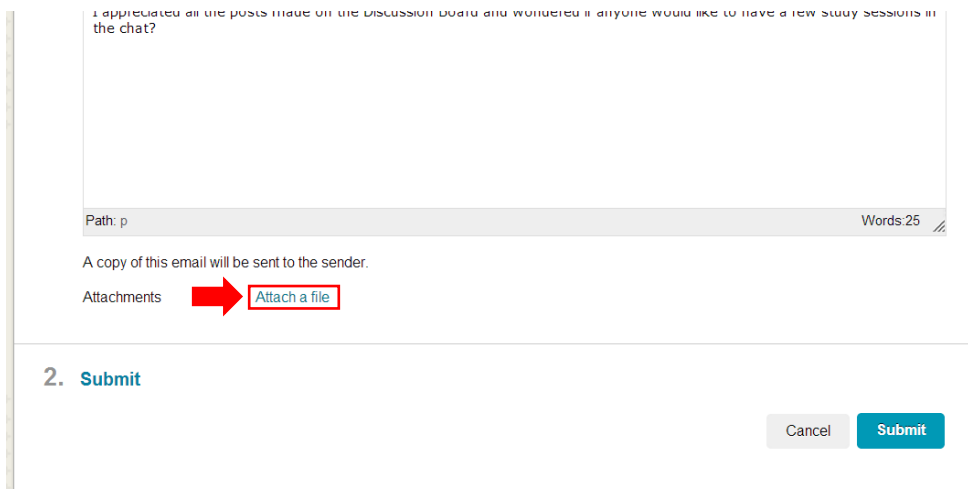
A copy of this email will be sent to the sender.

Attachments   Attach a file

2. **Submit**

Submit

Step 17. A notice will appear that indicate that Email was sent successfully.

Email was sent to the following recipients:
Persad, Jordan; Mateo, Gisel; Pavlicek, Martin

Now you completed to Send an Email from your Course.