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.

![Send Email](image)

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

![Send Email](image)
**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.

![Email Subject Example](image)

Step 13. Then compose your message.

![Email Message Example](image)
Step 14. Your message should look like the picture below.

![Image of message text]

Step 15. You have the options to add attachments. Click Attach a file.
Step 16. Click Submit

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

Now you completed to Send an Email from your Course.