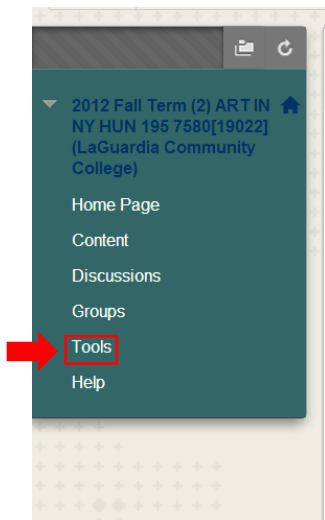




DARE TO DO MORE

Sending Email from Your Course

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

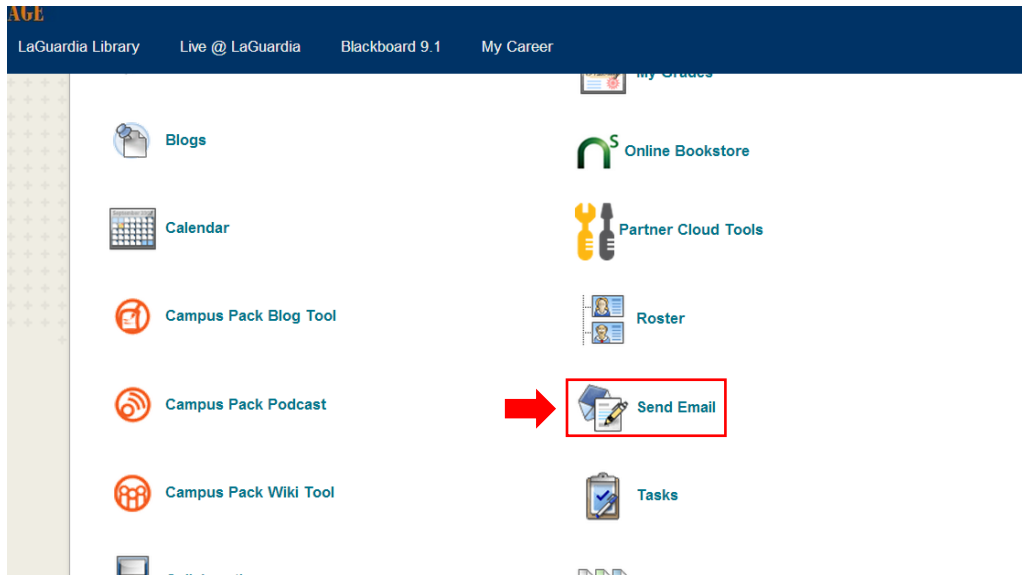


LaGuardia Community College

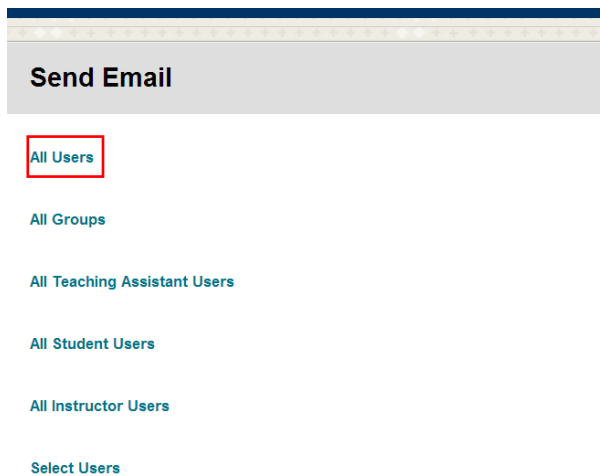
31-10 Thomson Ave, Long Island City, New York 11101

Created by ISMD's Dept. Training Team.

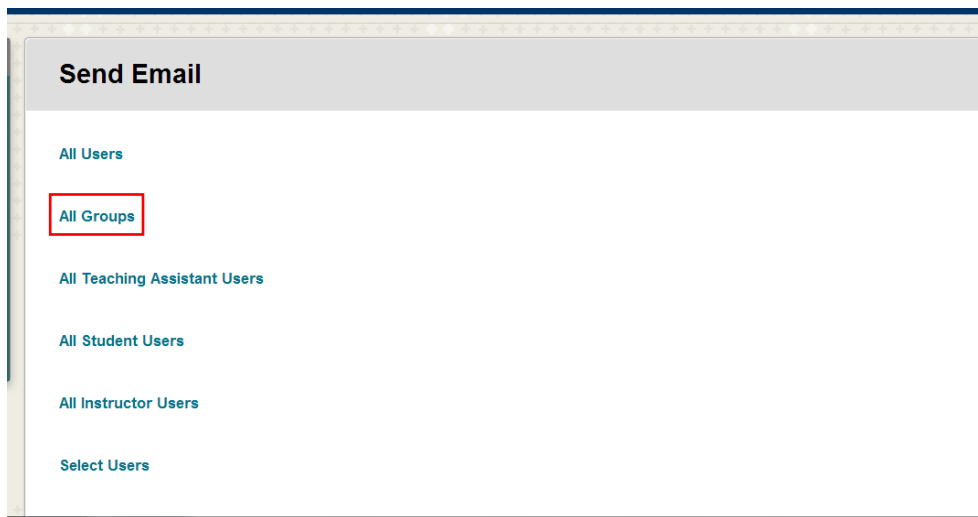
Step 2. Click Send Email



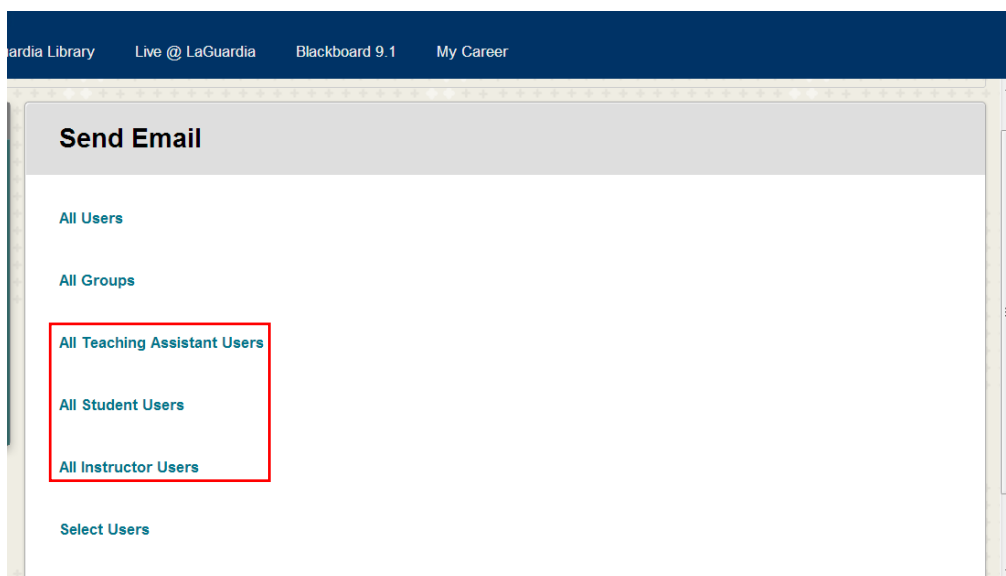
Step 3. You have the option to send emails to **All Users** in your course.



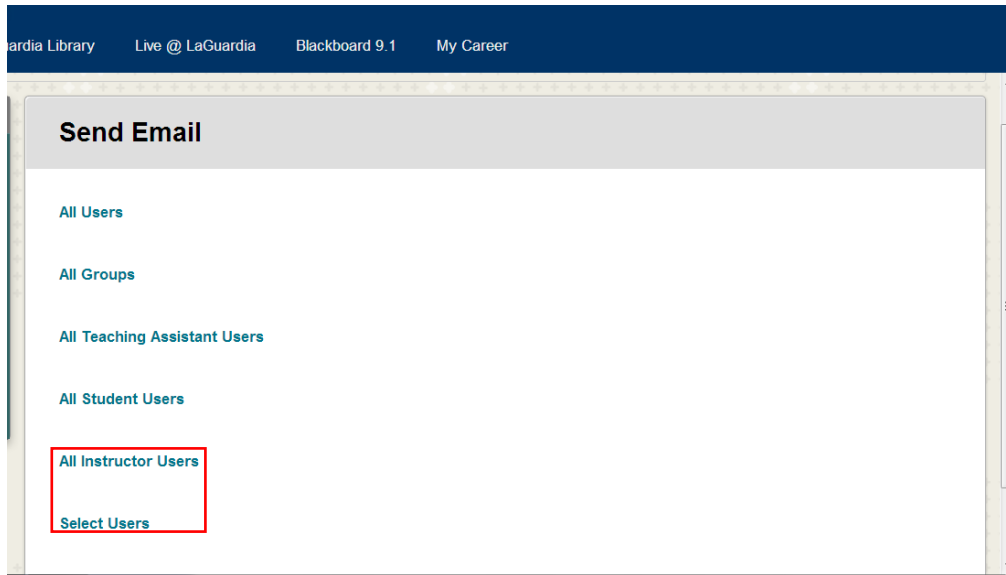
Step 4. You have the option to send emails to **All Groups**.



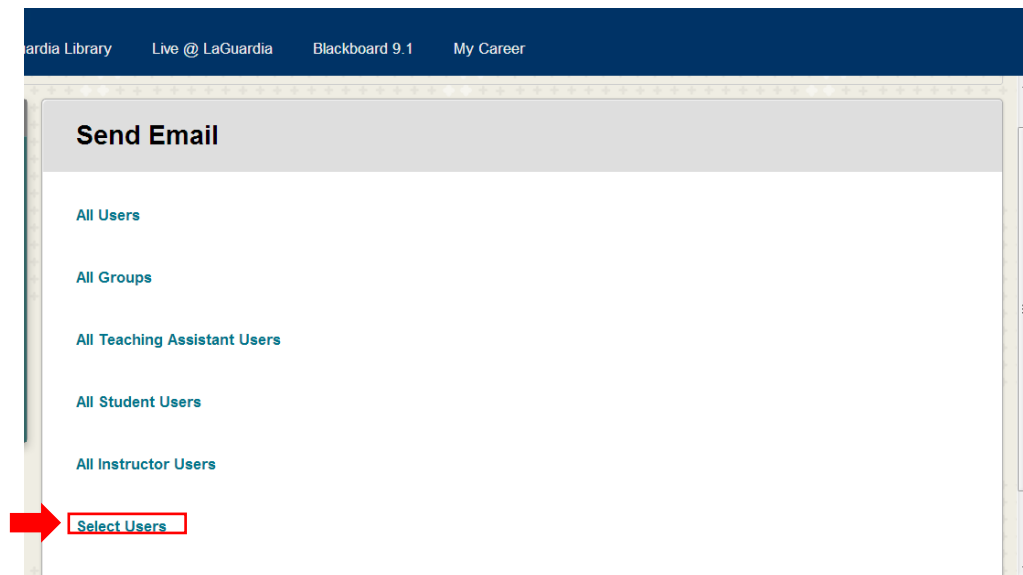
Step 5. You have the option to send emails to different users such as **Teaching Assistants Users, Students Users and Instructors Users**.



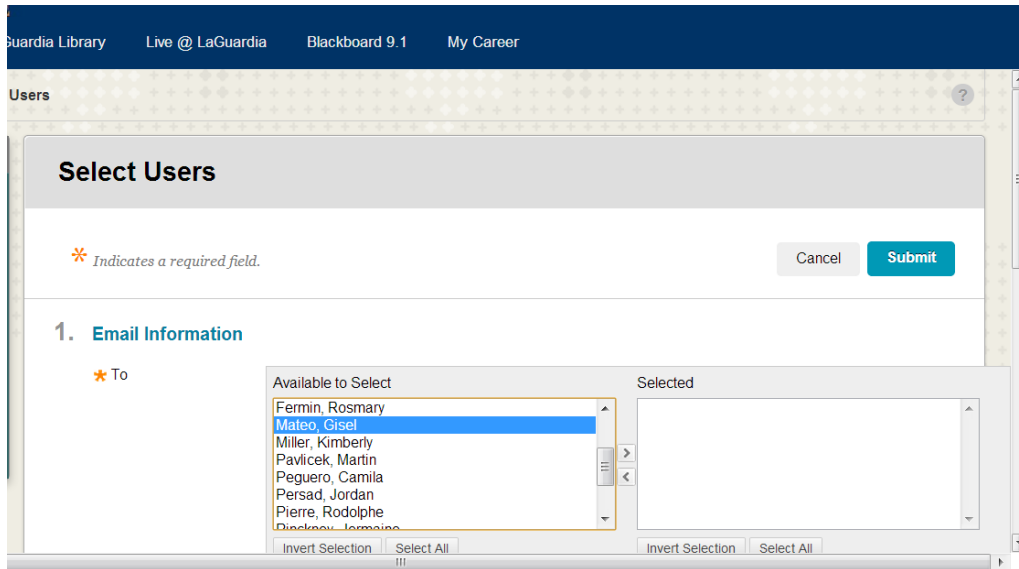
Step 6. You have the option to send emails to Selected Users or Selected Groups.



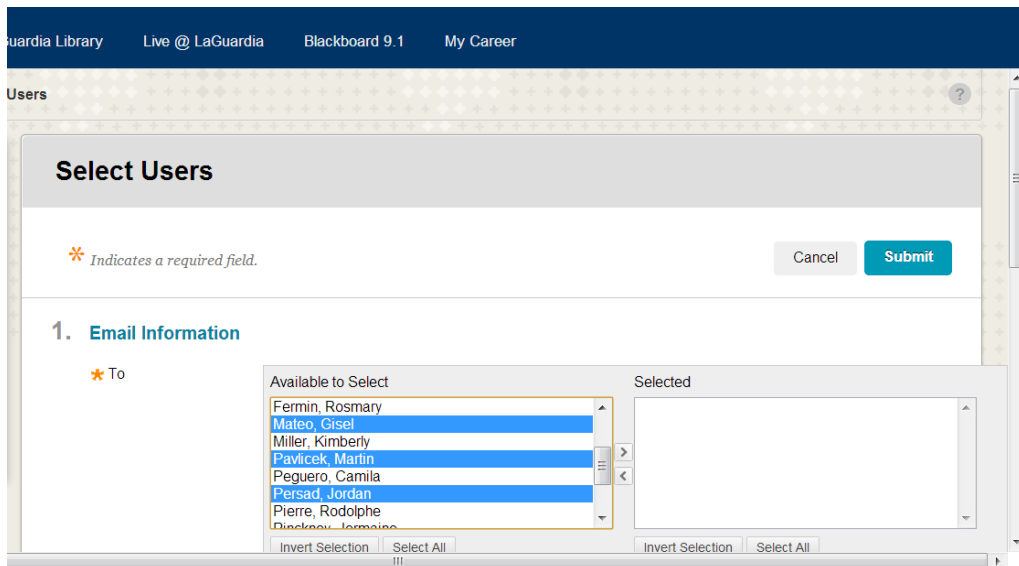
Step 7. Send the email to Selected Users, Click **Select Users**



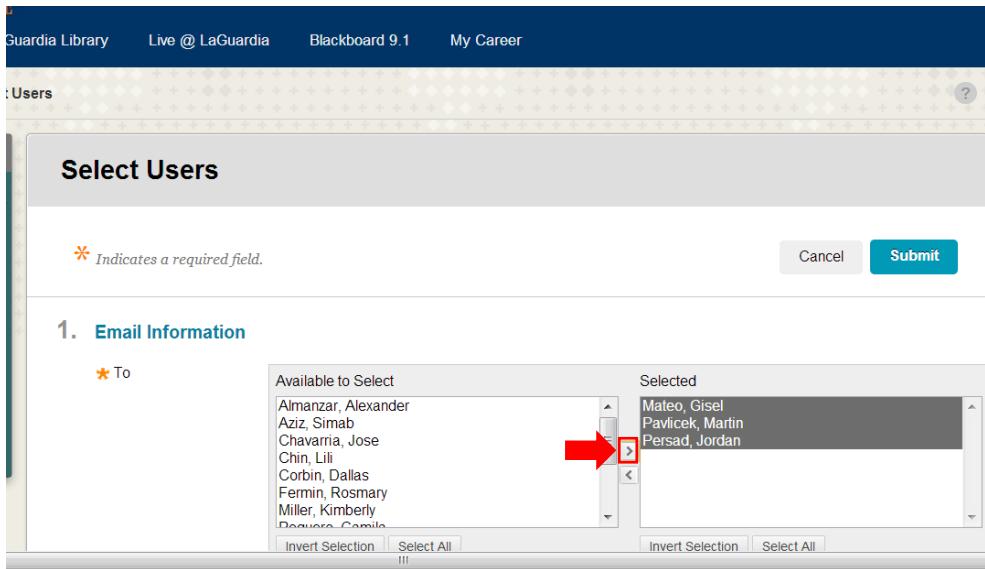
Step 8. Choose your recipients in the Available to Select box and move them to the Selected item box.



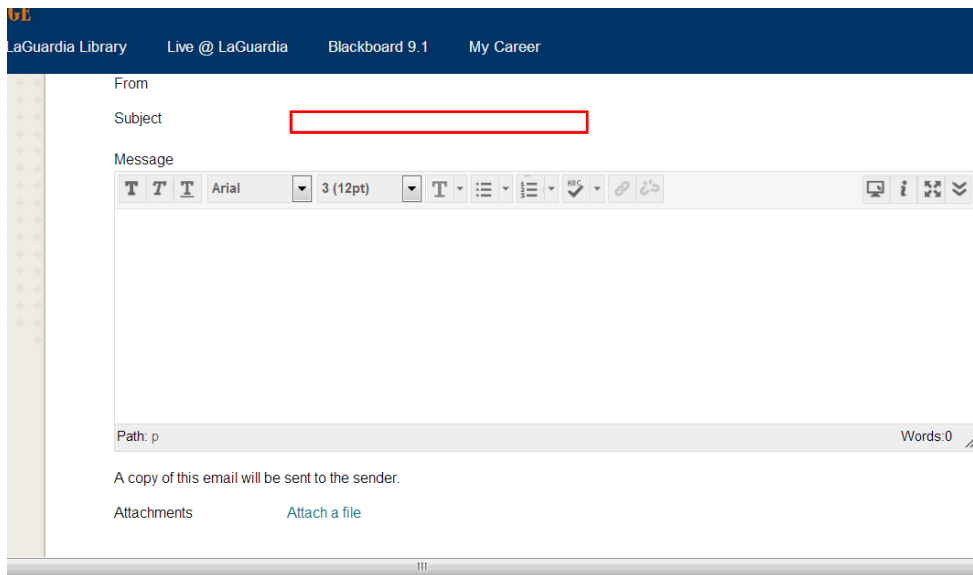
Step 9. Hold down on the Control key (Ctrl) on the PC or the Command Key on the MAC to select multiple users.



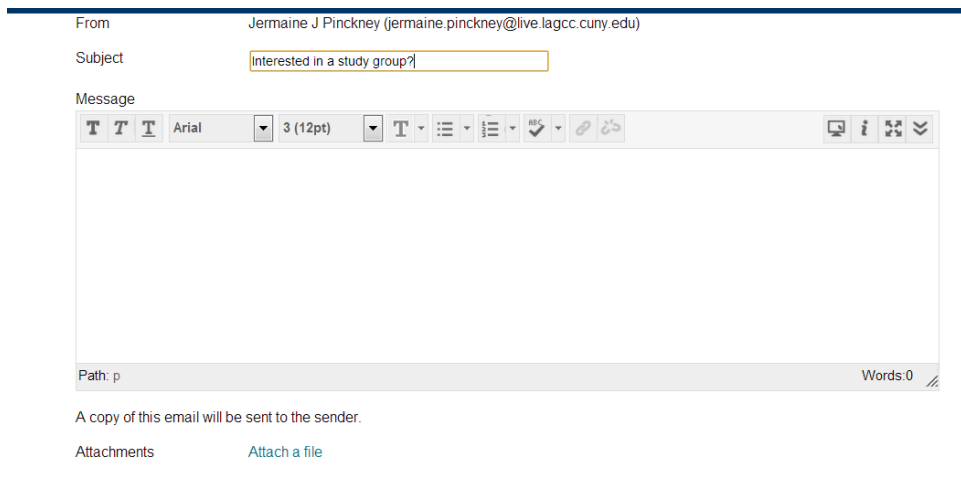
Step 10. Click the arrow that's facing the right as shown the picture below.



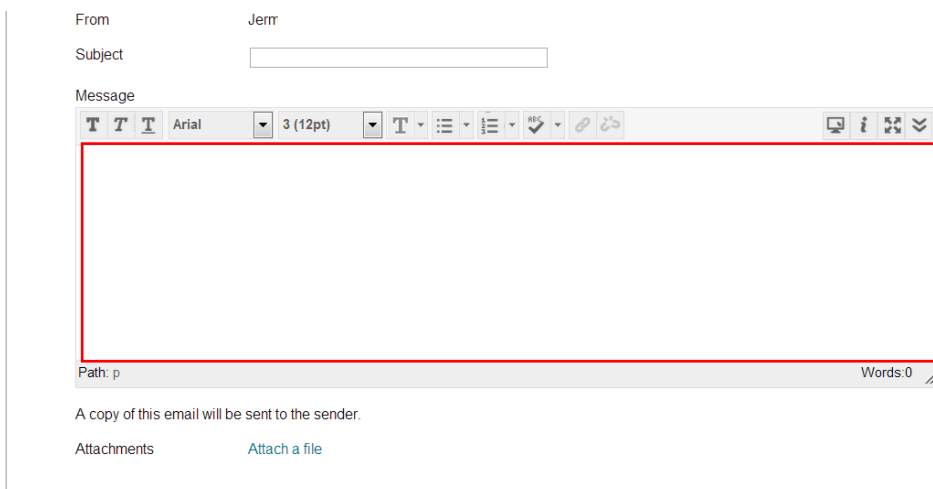
Step 11. Type the Subject of the email.



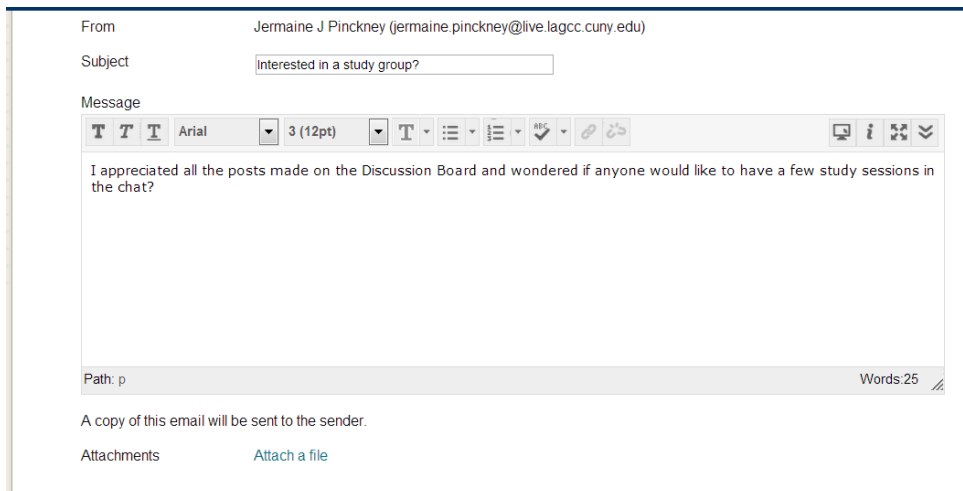
Step 12. The Subject of the email should look like the picture below.



Step 13. Then compose your message.



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



From: Jermaine J Pinckney (jermaine.pinckney@live.lagcc.cuny.edu)

Subject: interested in a study group?

Message

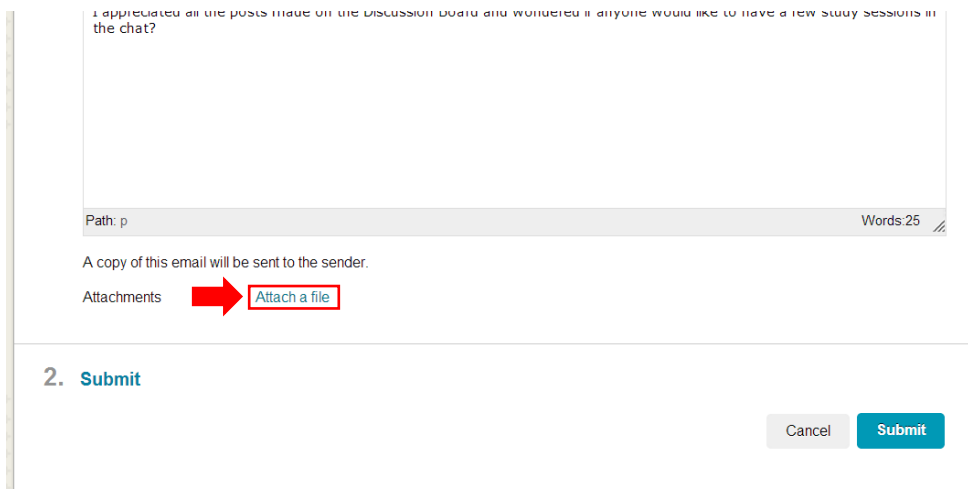
I appreciated all the posts made on the Discussion Board and wondered if anyone would like to have a few study sessions in the chat?

Path: p Words:25

A copy of this email will be sent to the sender.

Attachments [Attach a file](#)


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



I appreciated all the posts made on the Discussion Board and wondered if anyone would like to have a few study sessions in the chat?

Path: p Words:25

A copy of this email will be sent to the sender.

Attachments  [Attach a file](#)

2. **Submit**


Cancel **Submit**

Step 16. Click Submit

A copy of this email will be sent to the sender.

Attachments [Attach a file](#)

2. **Submit**



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



Now you completed to Send an Email from your Course.