Sending an Email from your Course

1. Click Tools on the course menu.

Announcements
Contacts
Course Information
Content Modules
Quality Matters
Discussions
Assignments
External Links
Tools
Help

2. Next, click Send Email.
4. To email your instructor Click or Instructors Users.

Send Email

Instructors can send email to all or selected individual Users, Student sent to anyone who is not a member of the course.

- **All Users**
  Send email to all of the users in the Course.

- **All Groups**
  Send email to all of the Groups in the Course.

- **All Teaching Assistant Users**
  Send email to all of the Teaching Assistant users in the Course.

- **All Student Users**
  Send email to all of the Student users in the Course.

- **All Instructor Users**
  Send email to all of the Instructor users in the Course.

- **Select Users**
  Select which users will receive the email.

- **Select Groups**
  Select which Groups will receive the email.
5. Enter the subject and message and click submit.

6. To email other users in the course. Click All Student Users.

- **All Users**
  Send email to all of the users in the Course.

- **All Groups**
  Send email to all of the Groups in the Course.

- **All Teaching Assistant Users**
  Send email to all of the Teaching Assistant users in the Course.

- **All Student Users**
  Send email to all of the Student users in the Course.

- **All Instructor Users**
  Send email to all of the Instructor users in the Course.

- **Select Users**
  Select which users will receive the email.

- **Select Groups**
  Select which Groups will receive the email.
7. Select the user you would like to email, then click the right arrow to move the selected name over to the selected items box. Then click submit.

8. Repeat step 5.