

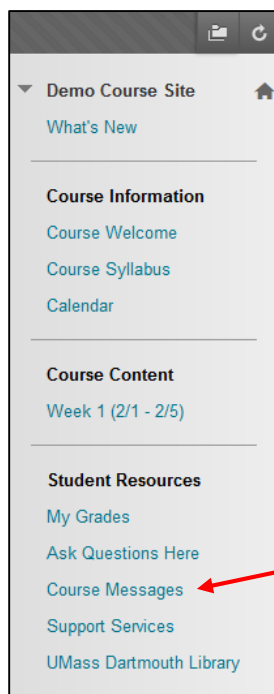
## Sending a Course Message

### Introduction

The **Course Messages** tool is an internal mail tool within each myCourses site. Follow the steps below to learn how to send a course message.

#### Step 1:

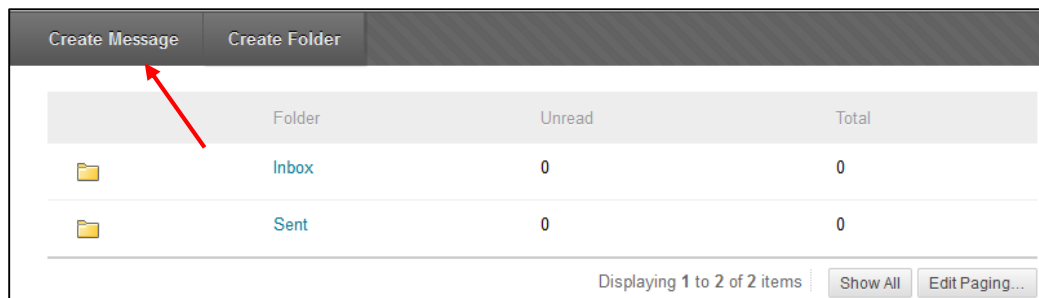
Click the link on the menu of a myCourses site called “**Course Messages**.”



Your instructor may also name this link something like “**Messages**” or “**Mail**.”

#### Step 2:

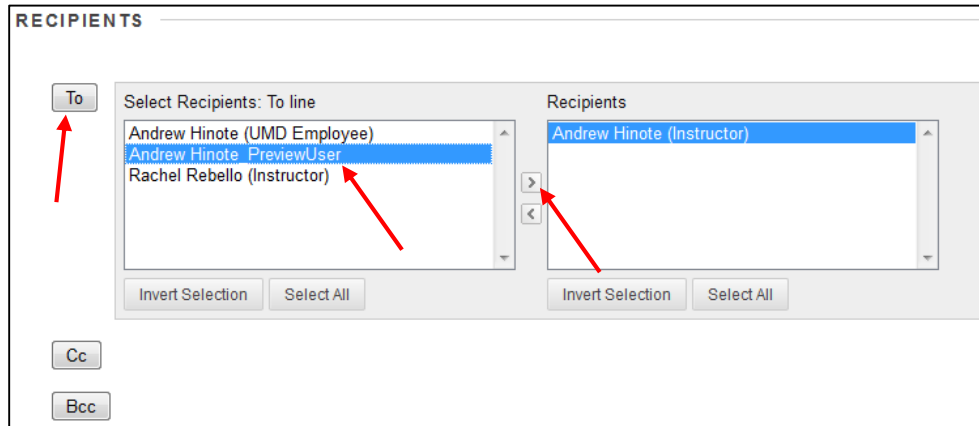
Click “**Create Message**” to start writing your message.



**Step 3:**

Click the “To” button to open a list of people in this class. Click on a person’s name you would like to send this message to, then click the [>] button to add them to the recipients list column on the right. Repeat this process for any additional people in the course that you would like to send this message to.

The “Cc” and “Bcc” buttons function in the same way as “To” and can be used if you would like to copy or blind copy any other people in the class on this message.



**Step 4:**

Enter a subject for this message.

**Step 5:**

Type your message in the “Body” text area.

**Step 6:**

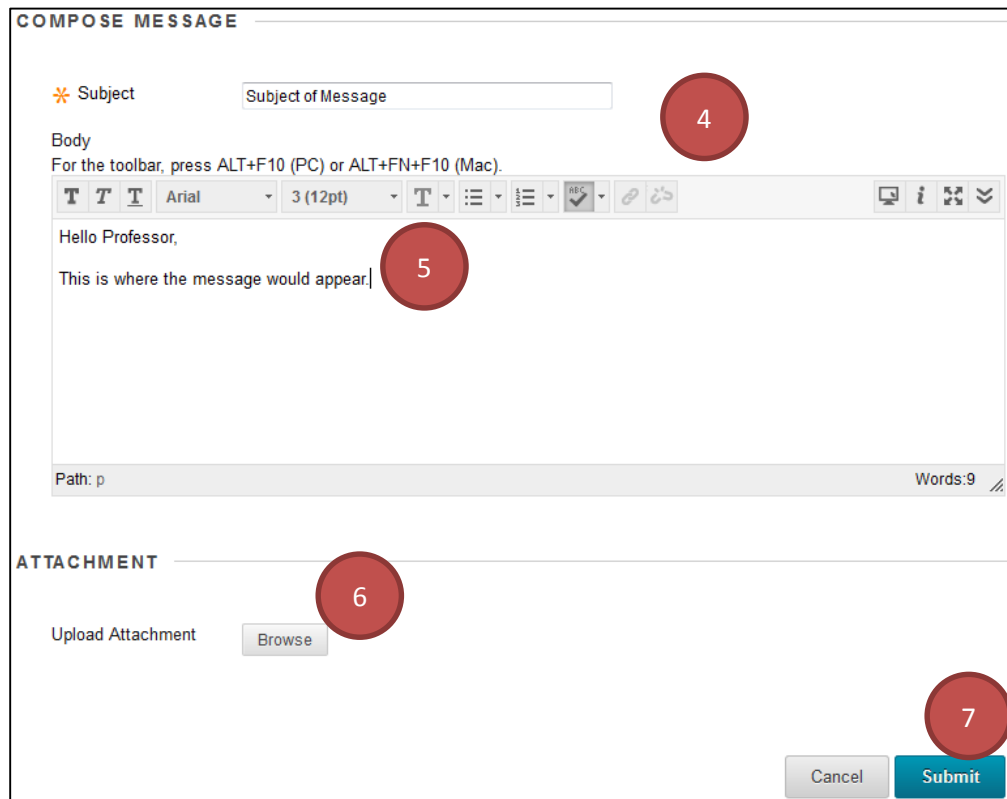
Use the “Browse” button to attach a file from your computer (if needed).

**Step 7:**

Click “Submit” to send the message.

**Conclusion**

We hope this guide was helpful.



For additional information or support contact the Instructional Development team by phone at 508-999-8505 or by email at myCoursesHelp@umassd.edu.