

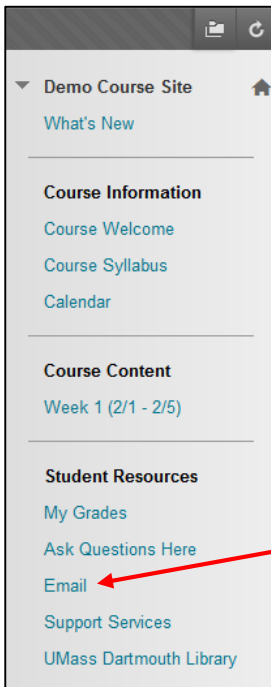
Sending an Email in myCourses

Introduction

The Email tool in myCourses allows users to send an email message to another users Zimbra email inbox. Any replies will be delivered to the original senders Zimbra email inbox, not in myCourses. Follow the steps below to send an email through myCourses.

Step 1:

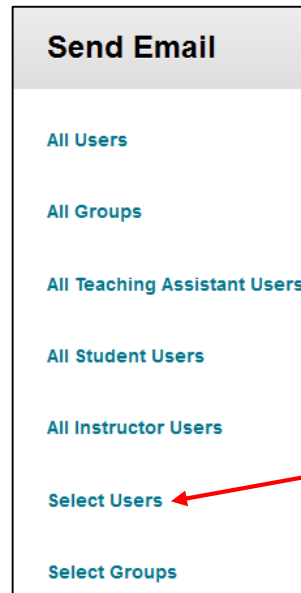
Click the “**Email**” link on the course menu of a myCourses site.



Your instructor may have named this link something like “**Mail**” or “**E-mail**”.

Step 2:

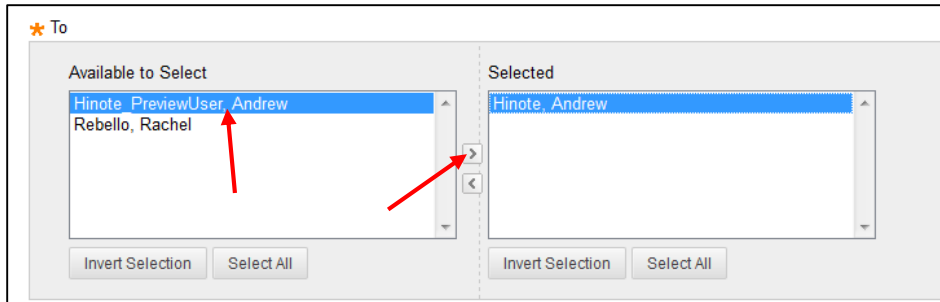
Click on a recipient group to send this email to, or choose “**Select Users**” to choose specific people.



Step 3:

If you chose “Select Users” you can click on a person’s name that you would like to send this email 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 email to.

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Step 4:

Enter a subject for this email in the “**Subject**” field.

Step 5:

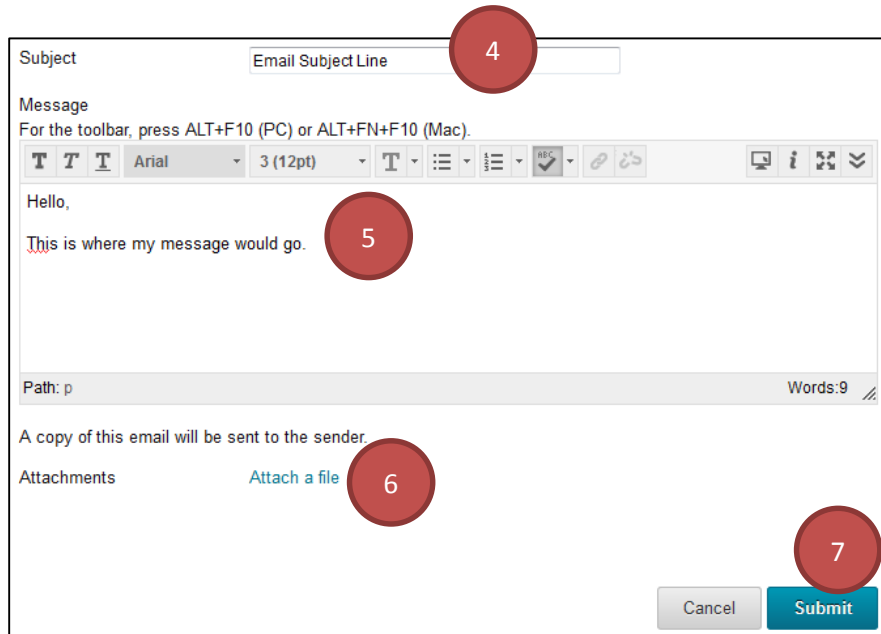
Type the body of your email message in the “**Message**” text area.

Step 6:

Use the “Attach a File” link to attach a file from your computer (if needed.)

Step 7:

Click “**Submit**” to send the email 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.