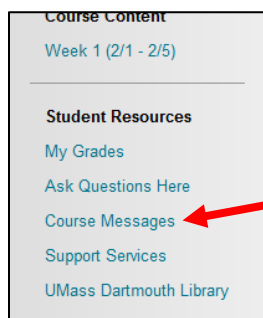


Sending a Course Message

Some instructors choose to use the Course Messages tool instead of traditional email for communicating back and forth with students in a myCourses site.

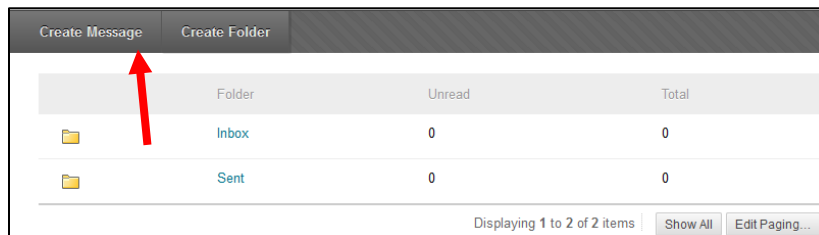
Step 1:

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



Step 2:

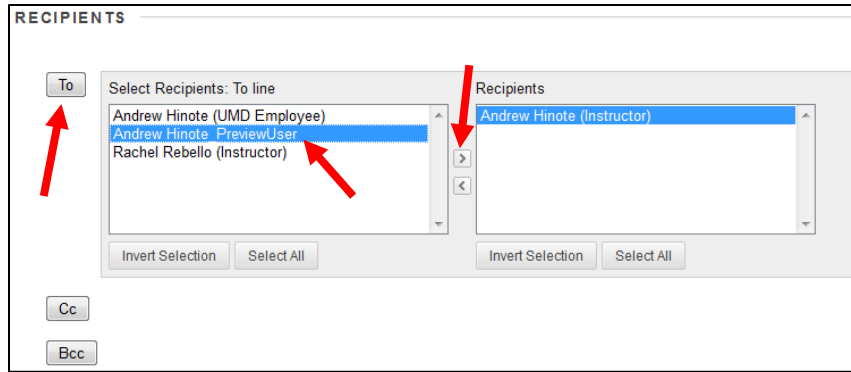
Click “**Create Message**” to start writing your message. You can click “Inbox” to view messages you have received.



Step 3:

Click the “**To**” button to choose who you would like to send the message to. Click on the person’s name you would like to send this message to, and 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:

Composing a message:

1. Enter a subject for this message in the **“Subject”** field.
2. Type or paste your message in the **“Body”** box.
3. Optionally, attach a file to your message using the **“Browse My Computer”** button.
4. Click the **“Submit”** button to send your message.

