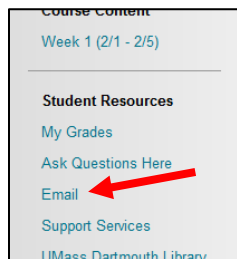# Sending an Email

The Email tool in myCourses allows you to send an email message to another users UMassD email inbox. When that person replies you will receive it in your UMassD inbox, not in myCourses.
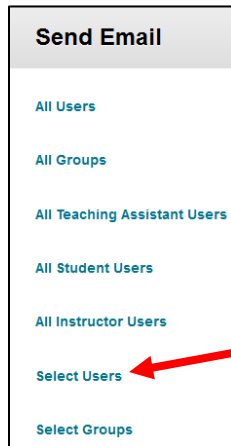
Step 1:
Click the "**Email**" link on the course menu of a myCourses site.


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 will be prompted to choose whom you would like to send this email to. Click the "**To**" button, click on the person's name you would like to send this email to, and then click the **[>]** button to add them to the recipients list column on the right. Repeat this for any additional people in the course that you would like to send this email to.

The "**Cc**" and "**Bcc**" buttons allow you to copy or blind copy other people in the class on this email.
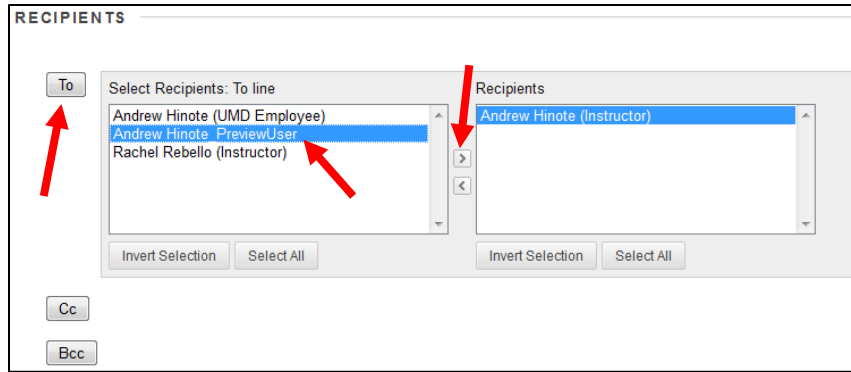
Step 4:
Composing an email:
1. Enter a subject for this email in the "**Subject**" field.
2. Type or paste your email in the "**Body**" box.
3. Optionally, attach a file to your email using the "**Browse**" button.
4. Click the "**Submit**" button to send your email.