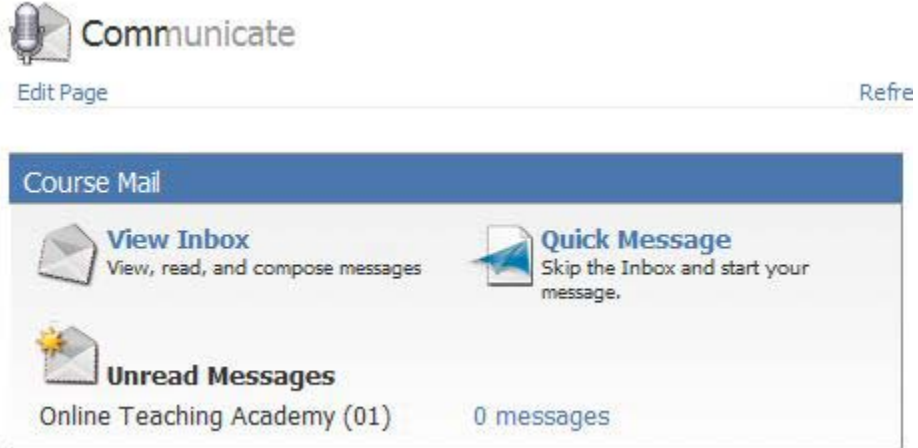


## Sending e-mail messages to course participants from the ANGEL Mail Utility

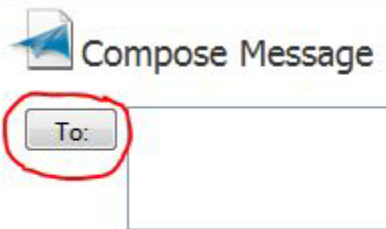
1. Navigate to the "Communicate" tab



2. See the "Course Mail" nugget.



3. Click on "Quick Message"... a new "Compose Message" window will be displayed. Click on the "To" button



4. Now "Select Message Recipients" by clicking on the check box in front of "All course students", and clicking on the "To" button. Now click "OK".



You'll see that the "To" field now has " All course students" in it.

5. Type the message subject in the "Subject" line (this is a required field), and then....
6. the body of your message in the "HTML Editor" box. If you haven't selected the mail forwarding options for the course, but want a particular message to be forwarded, check the "Send a copy to each recipient's Internet e-mail".
7. Click on "Send" when your message is complete. Note that you can also attach files to the e-mail message (file attachments must be less than 8MB).

**Compose Message**

To: All course students (Online Teaching Academy - 01);

Remove selected recipients

Subject: \_\_\_\_\_ Priority: Normal ▾

HTML Editor

Attachments: [Attach files to this message](#)

Message Options

Send a copy to each recipient's Internet e-mail

Send a copy to each recipient's mentor if known

Send Save Draft Cancel  Send as a system message to users that are marked "Personal"

If you click on the "View Inbox" option, you can create folders for message storage, and also review your sent items. This is also the area you would check to view incoming messages.

Course Mail Deb McClenon ▾ Preferences

Compose Message

Options

Show Unread Only

Group by Source

System Folders

Inbox (0/0)

Sent (0/1)

My Folders (edit)

Action: Delete ▾ Go

Search: \_\_\_\_\_ Search

Source Filter

Course: Online Teaching Academy (01) ▾ Go

✓	📎	🗑️	!	From	Subject	▼ Date
There are no records to display.						