EMAIL
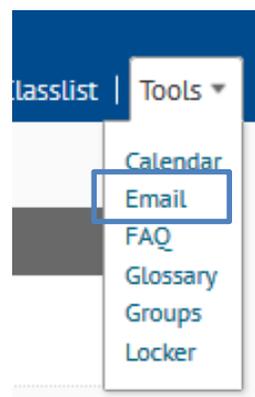
Email is a way to communicate with your instructor and other students who are also enrolled in your course.

To access email:

1. Click **Tools**.

2. Click **Email**.

Your inbox will appear. From here, you can read messages sent to you or compose new messages.

To compose a new message:

1. Click **Compose**.

2. Click **Address Book** in the upper right hand corner in order to select the recipients.

3. Choose the recipients from the list. To choose a recipient:

    a. Click the **checkbox** next to the recipient's name.

    b. Click **To** to add their name in the To field. Click **Cc** to add their name in the Cc field. Click **Bcc** to add their name in the Bcc field.

    c. After selecting all the recipients, click **Add Recipients** at the bottom of the page.

4. Type a subject and message.

5. Add an attachment if needed

    a. Click **Upload** to upload an attachment to your email message, click **Record Audio** to record an audio message, or click **Choose Existing** to choose a file from your Locker

6. When you are ready, click **Send**.

7. You will receive confirmation that the message was successfully sent.