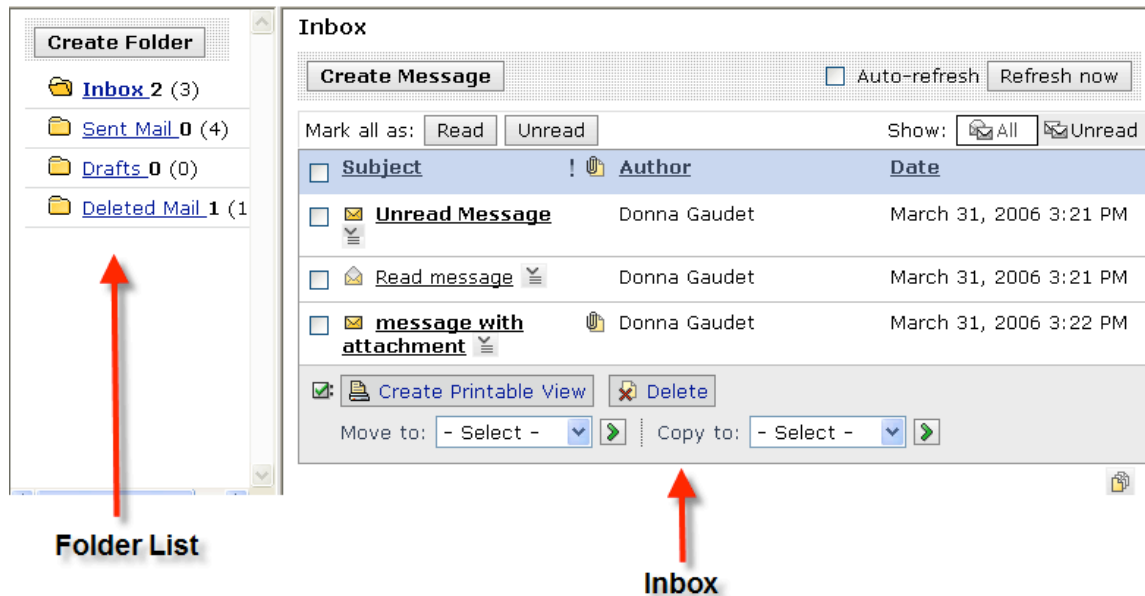


MAIL TOOL





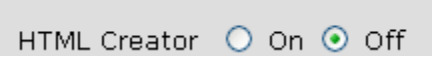
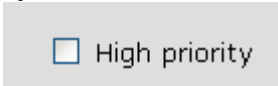

Mail allows you to communicate with other WebCT users via written correspondence, in text or HTML format. File attachments can also be added. Mail can be used to exchange messages with other WebCT users but not over the Internet. This ensures that you do not receive SPAM and contributes to the stability of the messaging system by limiting exposure to viruses.

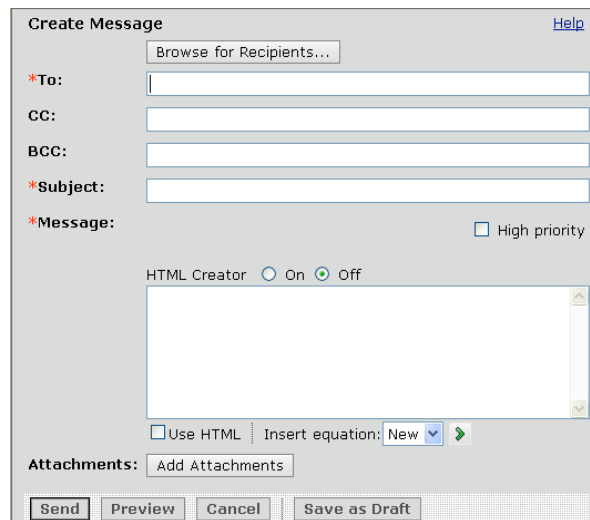
Key Functions




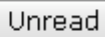

a. Create and Send Messages

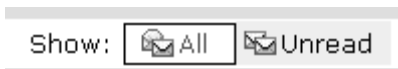

- From the Teach Tab, click the link to Mail
- Create message (see figure below this section)
 - 1) Click “Create Message”
 - 2) Click “Browse for Recipients” to select addressees *[Note: You must select addresses from this list. External addresses will not be accepted by the system and click “Save” when finished.*
 - 3) Enter a Subject
- Preview message
 - 1) Click **Preview**
 - 2) Send, Save as Draft, or Cancel
- Add Attachments
 - 1) Click **Attachments:** **Add Attachments**
 - 2) Select file from Class Files, My Files, or My Computer *[Note: If the My Computer icon does not appear or you see a Red “X” where the icon should be, then you may need to quit WebCT and log in again. Be sure that you select to Always accept certificates associated with Java.]*

- 3) Click Open to attach the file. If the file is attached, the name of the file will appear below the “Add Attachments” button.
- Save as draft
 - 1) Click 
 - 2) Click the link to your Drafts folder to view all draft messages
 - Insert equation
 - 1) Click the green arrow 
 - 2) Use the tool palette to create an equation to insert or save.
 - Use HTML
 - 1) Select “On” 
 - 2) Create your message using the formatting tools inside the HTML creator
 - Set high priority
 - 1) Select 
 - Send message
 - 1) Click 



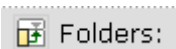
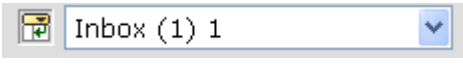



b. Navigate and Sort Messages

- Mark messages as Read or Unread
 - 1) Mark all as:  
 - 2) This marks all the messages in the given folder as read or unread
- Create Printable View
 - 1) From the messages screen, under Subject, select the check box next to each message for which you want to create a printable view.
 - 2) Click . The Compiled Messages pop-up window appears.
 - 3) Print or save the compiled messages.
- Show All or Unread messages

- 1) Click  All or Unread to choose which message you would like to view
- Sort Messages
 - 1) Click the column heading links to sort by the column attribute (i.e. Subject, Author, etc...)
 - 2) Message can be sorted in ascending or descending order
- Set the Number of Messages per Page
 - 1) Click  which should appear in the bottom right corner of the messages screen. The Edit Paging pop-up should appear.
 - 2) Select the number of records to appear on each page and click OK. You can select up to 99.

c. Organize Messages

- Create new folders
 - 1) Click 
 - 2) Type the folder name and click “Create”
 - 3) The new folder is added to your list of folder icons
- Move or copy messages to folders
 - 1) Select from the pull down menus  and click the green arrows
- View messages in folders
 - 1) If the folder icon list is displayed,  click the name of the folder link to view the messages screen for that folder
 - 2) If the folder icons are hidden, , pull down the name of the folder to view the messages screen for that folder
- Delete messages
 - 1) Select the box next to each message you would like to delete
 - 2) Click 
 - 3) If you accidentally delete a message you would like to keep, you can retrieve it from the Deleted Mail folder.

Reasons for Using this Tool

There are many pedagogical reasons for using this tool including:

- Integrating course communication with course content and delivery
- Archiving of all course messages
- Communicating with individual students or entire class