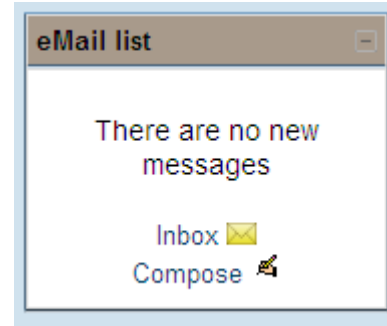


# Email in Course

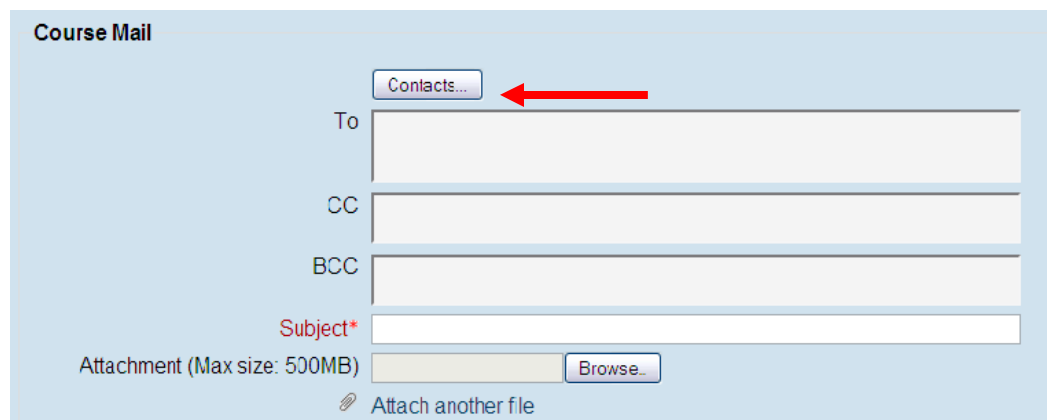
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You can contact your classmates and instructor by emailing within your course. You may contact one person or email the whole class.

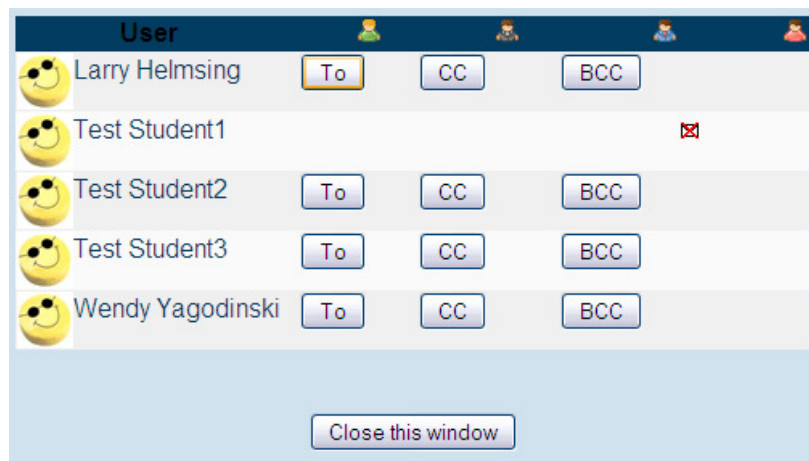
1. Find “eMail list” on the right side of your course homepage.
2. Click “Compose” to write an email. (to check your email click “Inbox.”)



3. Click “Contacts” to find the person, or people, you want to email.



4. Click “To” on all of the people you wish to email. A red X will appear once you have selected a user.



5. Click “Close this window” when you have selected all of the users.

6. The users will appear in “To.”

7. Give your email a title (Subject).

8. Write your email.

9 Click “Send.”

The screenshot shows an email composition interface. At the top, there are three fields for recipients: 'To' (containing 'Test Student1, Larry Helmsing'), 'CC', and 'BCC'. Below these is the 'Subject\*' field, which contains the letter 'j'. An 'Attachment (Max size: 500MB)' section includes a 'Browse...' button and an 'Attach another file' link. The main message body is a large text area containing the text 'Hello classmates!'. At the bottom of the window, there are three buttons: 'Send', 'Save Now', and 'Cancel'. Red arrows point to the 'To' field, the 'Subject\*' field, the message body, and the 'Send' button.

These are required fields in this f