

AT A GLANCE: SEND EMAIL

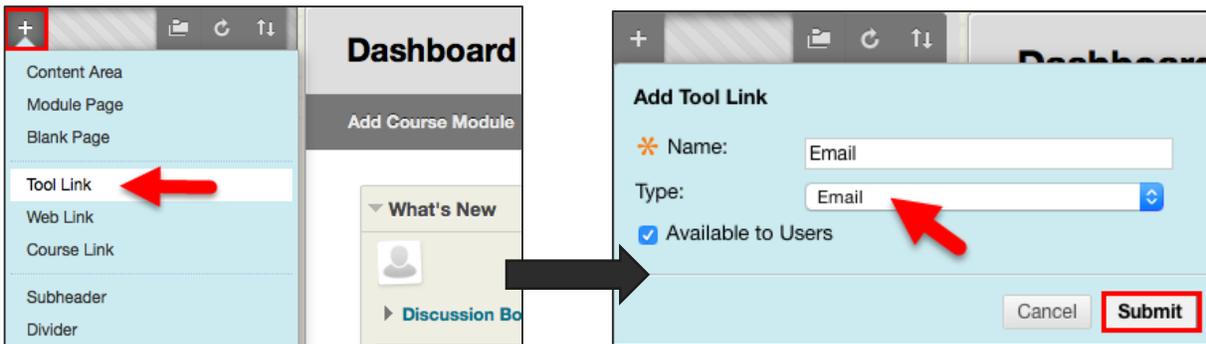
WHAT IS SEND EMAIL?

Send Email is a list server application integrated within Connect that distributes email messages to members of your course. The tool allows you to send emails without using an external email service, such as Gmail, Hotmail, or Yahoo. You can send emails to individual users or to groups of users, including students, teaching assistants, co-instructors, student groups or everyone participating in the course. Send Email can also be added as a tool to Groups, providing one way for members to communicate with each other.

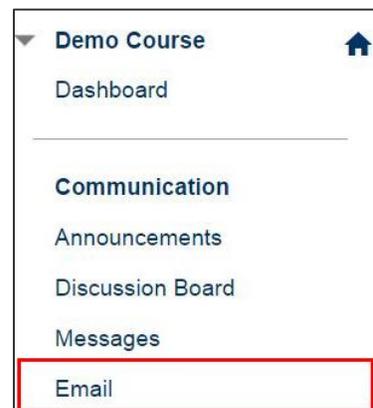
GETTING STARTED

The Send Email tool is not part of the Connect template in new Faculty of Education shells, but it can be added as a tool link on the left-hand menu of your course.

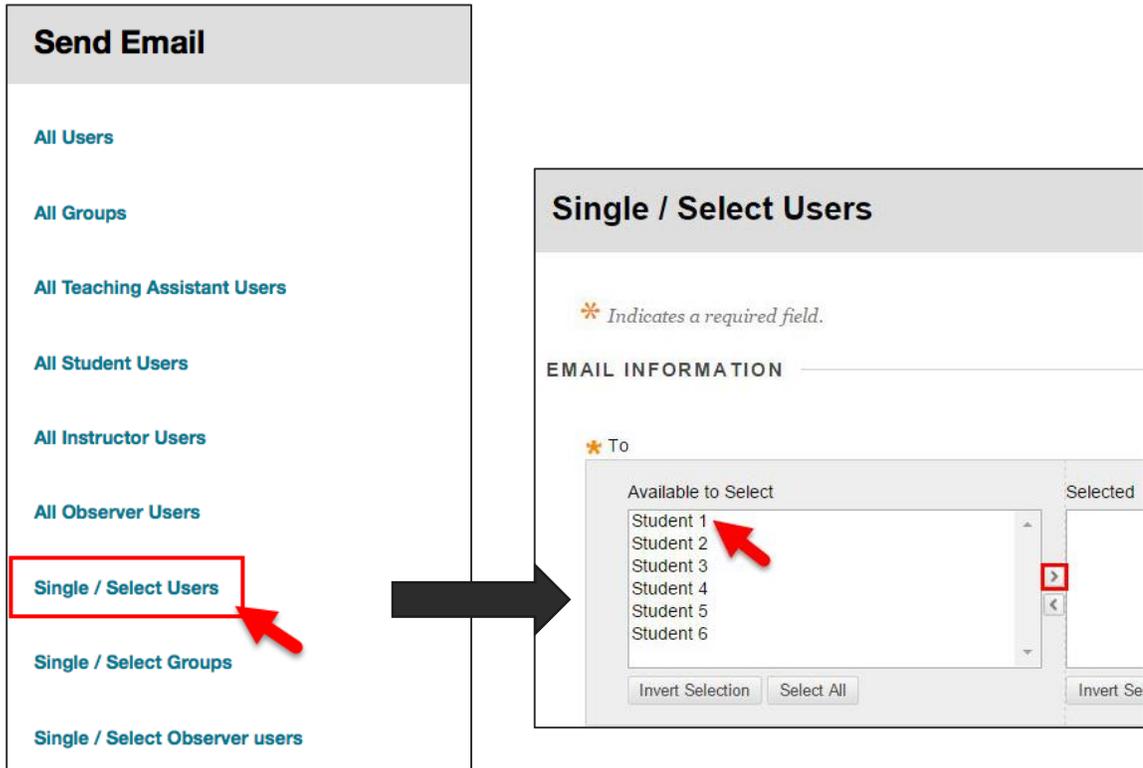
1. **Add Send Email as a Tool Link.** Click on the plus (+) icon on the top left of the screen and select Tool Link. In the Add Tool Link pop-up menu, write Email. In the Type section, select Email.



2. Check the “Available to Users” box to make the tool link visible to students, or leave it unchecked if you don’t want them to be able to use it to send their own emails. Click Submit to save your changes. You should now be able to see Email as a tool link listed in your left-hand course menu.



3. **Select Email Recipients.** From within the Send Email page, select a group to send an email to from the list. If you need to send messages to specific users, click Single/Select Users. In the email information section in the next page, select users from the Available to Select box to the Selected box. To select multiple users, PC users hold down the control key, while Mac users hold down the command key.



4. **Fill out the email details.** Enter in a subject for your email and type your message in the content editor.



5. **Attach a file (Optional).**



6. **Click Submit to send your email.**

