

How to Send Email in WebCT

The email in your online classroom is similar to the email you already use, except you are limited to sending messages to your instructor and classmates. This feature should be used for private communication only (you will learn about posting public messages in the discussion area later). Your instructor for the web-based course may prefer that you use this internal email system because there are a couple of distinct advantages.

First, it will help you and your instructor to keep your communications better organized because there will be no possibility of these important messages getting lost among other email correspondence.

Second, it provides an easy method to follow a specific discussion via threaded technology. This means that the original message is grouped together with all of its subsequent responses. The ability to compile and printout these related messages is also an added benefit to using the internal email system for both the student and instructor.

Access for the WebCT email may vary from one online classroom to another. Some may have an email link on the navigation bar; others may have an icon on the homepage that indicates it is a link to your email account. Still others may have a communication icon that leads you to multiple methods of sending messages within the online environment. This area will contain a link to your email account. The icons and the verbiage may vary, but most will be an obvious avenue to email. Usually the icon will appear slightly different

if you have new mail waiting to be read. In this instance, there are small green marks around the icon.

Click on the icon and you will see a screen showing your mail folders and a message regarding the status of your mail. Such as: You have 1 new message in Inbox.

You will use the Compose Mail Message feature the most often. To view a list of the "addresses" for you instructor and classmates click on the browse button. You may choose just one individual to send a message to, or you may select multiple names when you want to send them all the same message. There is also a subject line, and it is helpful to those receiving the email if you make this as descriptive as possible. Your actual message should be brief and to the point, listing the most important information in the first line or two.

When you have completed composing your correspondence, you may want to add an attachment. At the bottom of the dialog box and to the right of the paperclip graphic is a browse button. When you click on this you will have the ability to look at the various drives on your computer and locate the file you would like to attach. Once you have found your file select it by clicking on it and then click the open button. This will place the name of the file in the box in the email dialog box. Underneath this area is a button with the words "Attach file" on it. Click on this and your email is ready to send along with the attached file. You may follow these steps again if you wish to attach more than one file to an email. Or, if you have changed your mind about sending this file you may click in the

check box and then on the Delete option. This will remove the attached file.

If you are now ready to send your email, all you need to do now is click the Send button.

To view messages sent to you select the desired folder link.

The first line of the message is the Subject line.

The second line is the name of the sender, the time and date the message was sent, and a new indicator will show to the right of the line if you have not yet read this information. A check box to the left allows you to manipulate the file.

To read a message, click on the subject title. If you wish to reply to this correspondence, click on the Reply button. Your reply will now be "threaded" to the original email.

The menu icons on this page perform various actions. For example, Manage Folders allows you to create, delete, and rename mail folders. Manage Messages allows you to organize your messages by moving them into folders or even deleting them when they no longer needed.

The Search button provides a powerful search engine to help you find specific information related to an author, subject, or date.