

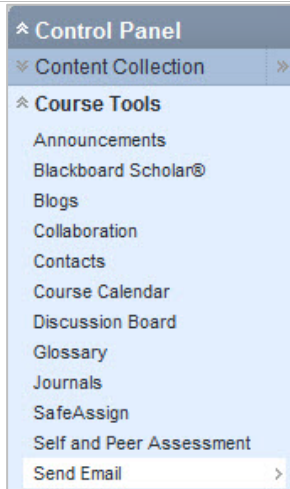
 [View the video tutorial](#)



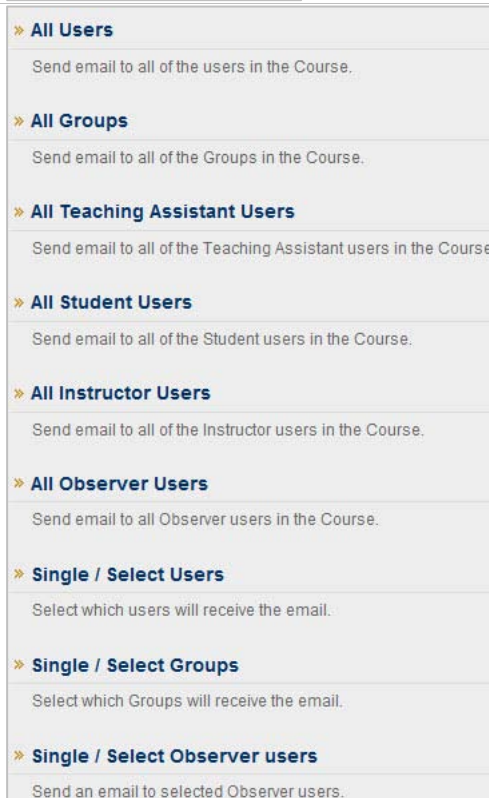
Create an Email from the Control Panel


Instructors can send email to all or selected individual Users, Students, Groups, Instructors, or Observers.

Step 1 In the **Control Panel**, click **Course Tools**. Select **Send Email**.



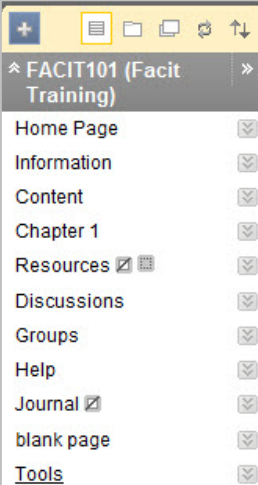
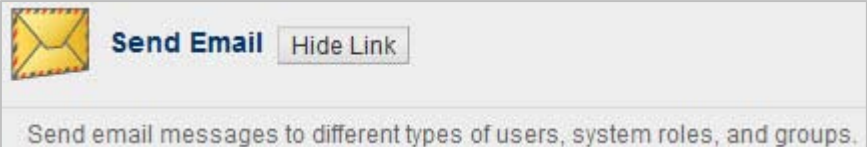
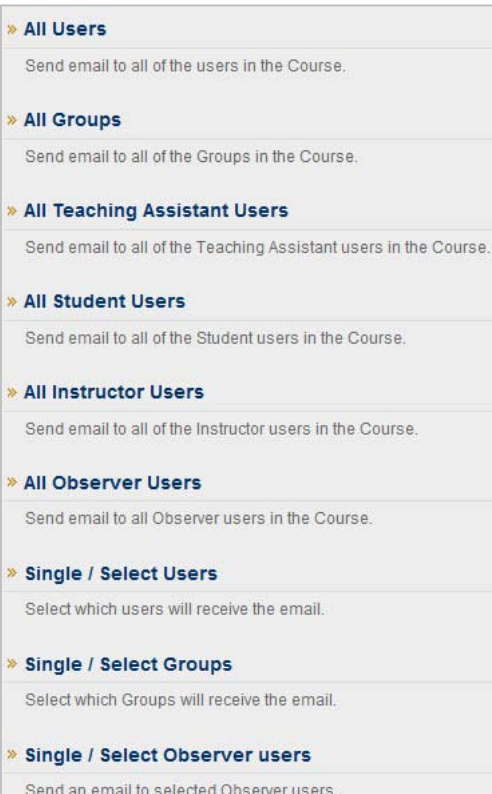
Step 2 Choose the recipients of your email. Common selections are **All Student Users** or **Single/Select Users**.




Step 3	Enter the title of the e-mail in the Subject text box and your message in the Message text box.	<div style="border: 1px solid gray; padding: 5px;"> <p style="text-align: center; background-color: #cccccc; margin: 0;">Email Information</p> <p>To Cunningham, Alba; Faculty, Training; Edmonds, April John; Call, Chad; Student, Jane</p> <hr/> <p>From Alba Cunningham (cunninga@tcc.fl.edu)</p> <hr/> <p>Subject <input style="width: 150px;" type="text" value="Test"/></p> <hr/> <p>Message <input style="width: 150px;" type="text" value="This email is a test."/></p> </div>
Step 4	Click the Return Receipt checkbox to receive a copy of the email.	<div style="border: 1px solid gray; padding: 5px;"> <p style="text-align: center;">A copy of this email will be sent to the sender.</p> <p>Return Receipt <input checked="" type="checkbox"/></p> </div>
Step 5	If you would like to add an attachment, click on the Attach a file link and browse for your file.	<div style="border: 1px solid gray; padding: 5px;"> <p>Attachments <input style="width: 100px;" type="text"/> <input type="button" value="Browse..."/> remove</p> <p style="text-align: center;">Attach Another File</p> </div>
Step 6	Click Submit .	<div style="border: 1px solid gray; padding: 5px; display: inline-block;"> <p>Submit</p> </div>
	<p>Notes:</p> <ul style="list-style-type: none"> ○ Recipients of each email will not see the email addresses of other recipients. ○ Instructors cannot send email to others outside of the course using the internet with the Send Email function. 	

Create an Email from the Course Menu

 [View the video tutorial](#)

Step 1	On the Course Menu , click the Tools link.	
Step 2	On the Tools page, select Send Email .	
Step 3	Choose the recipients of your email.	

Step 4	Enter the title of the e-mail in the Subject text box and your message in the Message text box.	<div style="border: 1px solid gray; padding: 5px;"> <p style="text-align: center; background-color: #cccccc; margin: 0;">Email Information</p> <p>To: Cunningham, Alba; Faculty, Training; Edmonds, April John; Call, Chad; Student, Jane</p> <p>From: Alba Cunningham (cunninga@tcc.fl.edu)</p> <p>Subject: <input type="text" value="Test"/></p> <p>Message: <input type="text" value="This email is a test."/></p> </div>
Step 5	Click the Return Receipt checkbox to receive a copy of the email.	<div style="border: 1px solid gray; padding: 5px;"> <p style="text-align: right;">A copy of this email will be sent to the sender.</p> <p>Return Receipt <input checked="" type="checkbox"/></p> </div>
Step 6	If you would like to add an attachment, click on the Attach a file link and browse for your file.	<div style="border: 1px solid gray; padding: 5px;"> <p>Attachments: <input type="text"/> <input type="button" value="Browse..."/> <input type="button" value="remove"/></p> <p style="text-align: center;">Attach Another File</p> </div>
Step 7	Click Submit .	<div style="border: 1px solid gray; padding: 5px; display: inline-block;"> <p>Submit</p> </div>
	<p>Notes:</p> <ul style="list-style-type: none"> ○ Recipients of each email will not see the email addresses of other recipients. ○ Instructors cannot send email to others using the internet with the Send Email function. 	