

## Competencies

After reading this document, you will be able to:

- ◆ Design and create asynchronous communication components (Discussion, Calendar, and Email) that support course goals
- ◆ Employ the Mail tool

## The Mail Tool

*Mail* allows you, your students, and teaching assistants to send private mail messages to each other. There are four default folders for each user.

You can send *Mail* messages to individual participants or to a group of recipients, each of whom will receive the message at a private *Mail* address within the CE 6.0 course. You cannot delete or rename these default folders.

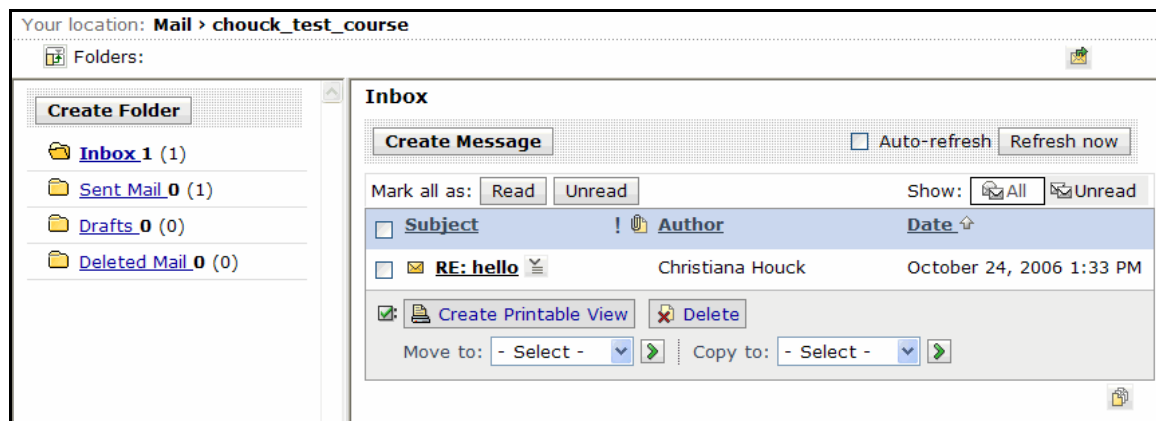


Figure 1: Using the Mail Tool - The Mail screen



**Note** The *Mail* tool only allows you to send messages within the course. Although you can forward mail to an outside mail address, you cannot send mail from an outside address and have it reach the people at their CE 6.0 mail addresses.

The Mail tool typically comes installed in CE 6.0 courses. If it does not, follow these directions to add it.

### To add the Mail tool

- 1 Click **Manage Course** in the *Designer Tools* menu on the *Build Tab*. The *Manage Course* screen appears.

- 2 Click **Tools**. The *Tools* screen displays.
- 3 Under *Communication Tools*, select **Mail**.
- 4 Click **Save** at the bottom of the page. The *Mail* tool is added to your course.



**Note** To modify where the *Mail* tool appears in the *Course Tools* menu, click **Course Menu** on the *Manage Course* screen. Select **Mail** and click the move arrows next to the position where you want the Mail link to appear. The *Course Tools* menu will refresh.

## Reading Mail Messages

You can use the *Mail* tool to list and view any messages that you receive. During class, mail tasks function best on the *Teach Tab*.

### To view a Mail message

- 1 From the *Mail Folders* table, click the folder that contains the mail that you would like to read. The *Mail Messages* screen appears.
- 2 To display any mail that was just sent, click **Refresh Now**.



**Note** Checking **Auto-Refresh** enables the *Mail* tool to automatically check for new messages.

- 3 Click the hyperlinked subject of the message that you would like to read. A window opens, displaying the message.
- 4 If the mail includes a file attachment, you'll see a paper clip icon. For security reasons, it is recommended that you download the attachment to your own computer before you view it.
- 5 To download the file attachment to CE 6.0's File Manager:
  - a Click the paper clip icon. The *Attachments* window opens.
  - b Select the file you want to download, and click **Save to Folder**.
  - c Select *My Files* or *Class Files* for the location, click **OK**.
  - d Follow the instructions for downloading from your browser.
  - e When the download is complete, click **Close** to return to the message window.
- 6 To download the file attachment to your computer:
  - a Click the paper clip icon. The *Attachments* window opens.
  - b **Right-click** on the hyperlink file name.
  - c Choose **Save Target As**.
  - d Follow the instructions for downloading from your browser.

- e When the download is complete, click **Close** to return to the message window.
- 7 When you have finished reading the message, click **Close**. The *Mail Messages* screen appears.

## Composing Messages

You can use the *Mail* tool to compose and send messages to course participants.

### To compose a message

- 1 While in *Mail*, click **Create Message**. The *Create Mail Message* window appears.

The screenshot shows a web browser window titled "http://ce6.collegis.com - Create Message - Microsoft Internet Explorer". The main content area is titled "Create Message" and contains several input fields and controls. At the top right is a "Help" link. Below it is a "Browse for Recipients..." button. The form has four main sections: "\*To:" with an empty text box; "CC:" with an empty text box; "BCC:" with an empty text box; and "\*Subject:" with an empty text box. Below these is the "\*Message:" section, which includes a "High priority" checkbox and an "HTML Creator" section with "On" and "Off" radio buttons. Underneath the message text area are "Use HTML" and "Insert equation: New" options. The "Attachments:" section has an "Add Attachments" button. At the bottom of the form are "Send", "Preview", "Cancel", and "Save as Draft" buttons. A red asterisk indicates "\* Required field". The browser's address bar shows "http://ce6.collegis.com - Create Message - Microsoft Internet Explorer" and the status bar shows "Applet com.webct.platform.tools.browserchecker.applet.Browser" and "Internet".

Figure 2: Using the Mail Tool - The Create Message window

- 2 Complete the *To* text box by either:
  - Typing the name of the recipient(s).
  - Clicking **Browse for Recipients** to view the list of possible recipients. To select a recipient, select his or her name under *Select Individuals and Groups* in the *To:* column. Select multiple names for more than one recipient. When you are finished selecting recipients, click **Save**.
  - The recipient name will appear under the *To:* field.



**Note** Email all students in the class by selecting **All Students** under *Select Roles*. Other roles available are instructors, designers, teaching assistants, and auditors.

- 3 Complete the subject line, and then type your message in the text box. Blank subjects or messages are not allowed.
- 4 If you would like to attach a file:
  - a Click **Add Attachment**. The *Get Files* window displays.
  - b Choose the location of the file:
    - **My Files**: storage on CE 6.0 server for files associate with your user name
    - **Class Files**: storage on CE 6.0 server for files associate with the particular course and section number
    - **My Computer**: access to your computer or disk in order upload files to the CE 6.0 server
  - c Select the file.
  - d Click **OK**. You can remove the attachment by clicking the icon to the right of the filename.
- 5 Click **Send**. The mail is sent and a copy is placed in the *Sent Mail* folder.

## ***Replying to and Forwarding Messages***

In addition to composing original mail messages, you can reply directly to messages that you receive or forward received messages to other *Mail* users.

### **To reply to a message**

- 1 From the *Mail Folders* table, click the folder that contains the message that you would like to reply to. The *Mail Messages* screen appears.
- 2 Click the message that you would like to reply to. The message window opens.
- 3 Click **Reply**. The *Create Message* window appears, with the *To* and *Subject* lines completed. Although you cannot change the *To* line, you can change the *Subject* line.
- 4 Type your message in the text box.
- 5 If you would like to attach a file:
  - a Click **Add Attachment**. The *Get Files* window displays.
  - b Choose the location of the file.
    - **My Files**: storage on CE 6.0 server for files associate with your user name
    - **Class Files**: storage on CE 6.0 server for files associate with the particular course and section number

- **My Computer:** access to your computer or disk in order upload files to the CE 6.0 server
- c Select the file.
  - d Click **OK**. You can remove the attachment by clicking the icon to the right of the filename.
- 6 Click **Send**. The mail is sent and a copy is placed in the *Sent Mail* folder.

### To forward a message to another Mail user

- 1 From the *Mail Folders* table, click the folder that contains the mail that you would like to forward. The *Mail Messages* screen appears.
- 2 Click the message that you would like to forward. The message appears.
- 3 Click **Forward**. The *Create Message* window appears.
- 4 Complete the *Send to* text box by either:
  - Typing the name of the recipient(s).
  - Clicking **Browse for Recipients** to view the list of possible recipients. To select a recipient, select his or her name under *Select Individuals and Groups* in the *To:* column. Select multiple names for more than one recipient. When you are finished selecting recipients, click **Save**.
  - The recipient name will appear under the *To:* field.
- 5 Type your message in the text box.
- 6 If you would like to attach a file:
  - a Click **Add Attachment**. The *Get Files* window displays.
  - b Choose the location of the file.
    - **My Files:** storage on CE 6.0 server for files associate with your user name
    - **Class Files:** storage on CE 6.0 server for files associate with the particular course and section number
    - **My Computer:** access to your computer or disk in order upload files to the CE 6.0 server
  - c Select the file.
  - d Click **OK**. You can remove the attachment by clicking the icon to the right of the filename.
- 7 Click **Send**. The mail is sent and a copy is placed in the *Sent Mail* folder.



**Note** You can also forward your mail to an external email address and enable that functionality for your learners. This can be done by clicking the mail forward icon and then entering the address where you would like the mail to be forwarded. The mail forward icon is located in the upper right corner of the Mail screen. It is a small yellow envelope with an arrow.

## ***Saving a Draft Message***

You can use the *Save Draft* feature to save your work on a message that you are not yet ready to send.

### **To save a message as a draft**

- 1 While in the *Mail* tool, click **Create Message**. The *Compose Mail Message* window appears.
- 2 Complete the *Send to* text box by one of the following methods:
  - Typing the name of the recipient(s).
  - Clicking **Browse for Recipients** to view the list of possible recipients. To select a recipient, select his or her name under *Select Individuals and Groups* in the *To:* column. Select multiple names for more than one recipient. When you are finished selecting recipients, click **Save**.
  - The recipient name will appear under the *To:* field.
- 3 Complete the subject line, and then type the draft of your message in the text box.
- 4 Click **Save as Draft**. The message is placed in the *Drafts* folder.

After saving a message as a draft, you can access it at any time, finish your work on it, and send it.

### **To send mail that was stored as a draft**

- 1 From the *Mail Folders* table, click **Drafts**. The *Mail Messages: Drafts* screen appears.
- 2 Click the hyperlink to the message that you want to send. The *Create Message* window appears.
- 3 Edit your message as needed.
- 4 Click **Send**. The mail is sent, and a copy is placed in the *Sent Mail* folder.