Sending Email from Within Control Panel

1. If the Control Panel is not expanded, click the words Control Panel.
2. Click Course Tools.
3. Click Send Email.
4. Select the link that most applies to your email recipients.
5. If you choose Single/Select Users or Groups, you will need to select the email recipients.
   a. Click on the name of the student to receive the email.
   b. Click the greater than symbol (>).
   c. Repeat steps as necessary until all students to receive the email are located in the Selected box.
6. The Email screen appears.
7. In Section 1: Email Information; enter your Subject for the email in the text box.
8. Type your Message in the text box below.
9. A copy of the email will automatically be sent to the sender.
10. In Section 2: Submit, click Submit.