How to Set Mail Privileges Within a Course
A DEITutorial adapted from ANGEL® 7.3 Instructor Reference Guide

The default privileges within Mail allow all users full access to emailing anyone within the course. However, the instructor can limit these privileges according the different course rights.

To set mail privileges within a course:
1. Within the course, go to Communicate. In the Course Mail nugget toolbar, hover over the end so that the Edit icon appears and then click it.
   
   Note: The Edit button is only available to Course Editors.

   ![Edit button](image)

   The following page allows you to designate the user rights for each option.

   ![Course Mail Settings](image)
2. The Default Minimum rights is for everyone to have each option. To select a different level, use the drop-down list next to each option.

For more information on Course Rights, see "Understanding Course Rights"

**Send to Internet E-mail**: Allows users to forward mail messages to the Internet E-mail address stored in ANGEL for mail recipients. Those who have this right will have the option to select whether a copy should go to the recipient’s Internet e-mail account when composing the mail message.

Note: While mail messages within ANGEL can be sent to the Internet e-mail address associated with users within ANGEL, no e-mail messages from the Internet can be sent to ANGEL mail. Also mail messages from ANGEL can ONLY be sent to the e-mail addresses already associated with users within ANGEL.

**Send to All Faculty/Leaders**: Permits users to send mail to anyone with Course Editor rights within a course.

**Send to All Student/Members**: Permits users to send mail to anyone with Students rights within a course.

**Send to Teams**: Permits users to send mail to a Team, which would include all members of that team.

**Send to Individuals**: Permits users to send mail to any individual, including all students and faculty.

**Reply to All**: Permits users to use the "Reply to All" option when replying to a mail message.

In Message options: Checking Send a Copy to Each Recipient’s Internet E-mail will automatically send a copy of every mail message sent within the course to the recipient’s Internet E-mail account.