Course Mail
A DEITutorial adapted from ANGEL® 7.3 Student Essentials Guide

The Course Mail tool allows students and instructors to correspond with each other without the use of an Internet e-mail account. The Course Mail tool provides access to the HTML Editor and Spell Checker utilities, and supports attachments. Course Mail can forward messages to Internet email addresses and allows the sender and recipients to monitor who has and has not read a message.

How to Send Course Mail
To send a course mail message:
1. Log into your ANGEL course and click the Communicate tab. You’ll see the Course Mail section of the tab, as shown in the following figure.

2. Click the Quick Message link.

The Compose Message interface appears and displays the message composition window.

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The Compose Message interface appears and displays the message composition window.
3. Click the **To:** button to open the **Select Message Recipients** dialog box.

![Select Message Recipients dialog box](image)

Press and hold the **Control** key on your keyboard (or the Apple key on a Macintosh) to select multiple recipients. You may also send the message to students in other courses by selecting a different course from the **View Section** drop-down list.

4. To select a recipient for your message, click his or her name in the left-hand pane of the dialog box, then click the **To** button to add the name to the list of recipients. (Click the **Cc** or **Bcc** button to “copy” or “blind copy” the message to the selected recipient.)

5. Click **OK** to close the dialog box and return to the message window.

6. Click in the **Subject** field and enter a subject for your message.

7. Select a priority from the **Priority** drop-down list. By default, Normal is selected.

8. Click in the large text box and type your message. Alternatively, you can use the inline HTML Editor to format your message.

9. Click the **Send** button.
Click the **Attach files** link if you want to add an attachment to your message. Select the **Send a copy to each recipient’s Internet e-mail** checkbox to send a duplicate message outside the ANGEL environment to the recipients’ e-mail address. You can save a draft of your message by clicking the **Save Draft** button.

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**How to Read Course Mail**

To read a course mail message:
1. Log into your ANGEL course and click the **Communicate** tab.
2. In the Course Mail section of the tab, click the **View Inbox** hyperlink.

Your Course Mail Inbox appears.

In the Inbox, messages have the following attributes:
- New and unread messages appear in bold. After a message has been opened, it appears non-bold.
- If a message has an attachment, a paperclip icon appears to the left of the sender’s name.
- The message’s importance is displayed in the column marked by the red exclamation point.

3. To open and read a message, click the sender’s name or the message’s subject.
4. To return to your inbox, click the **Inbox** link in the list of folders that appears in the left-hand pane of the message window.
5. You can perform the following tasks from the inbox:

To delete a message, select the checkbox located at the left end of the message header. Click the **Actions** drop-down arrow and select **Delete**, then click the **Go** button.

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*Deleted messages are moved to the Trash folder. To completely delete a message, you must delete it from the Trash folder.*