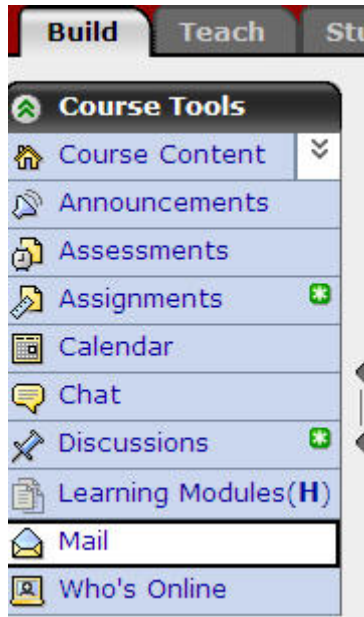


Using Mail – Instructor Version

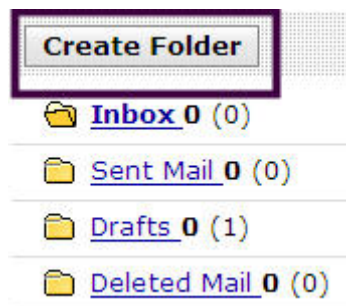
To use the Mail tool in Vista, make sure it is listed under Course Tools.



This will give you and your students access to send each other private messages. To access the Mail tool, click the link under Course Tools on either the Build or Teach tabs.

Creating Folders

To create folders in the Mail tool, click **Create Folder**.

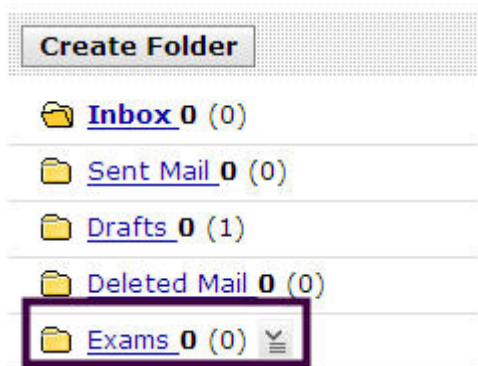




A pop-up box will appear for you to create the folder. Enter a **Folder Name** and click **Create**.

Create Folder

Folder Name:

When you create a folder, it appears under the default folders in Mail.




You can **Rename**  the folder or **Delete**  it at any time. You will find these options from the drop-down menu for the folder. You can use these folders to organize and find your messages.

Creating a Message

To send a private message to someone enrolled in the course, independent of the role they play, click **Create Message**.



To find the person to whom you want to send the message, click **Browse for Recipients**.

You may want to edit the paging so you can see all the recipients. To do this, click the **Edit Paging** icon  and change the number to be larger than the existing number of recipients. In the following example, there are three recipients, one group, and five roles. In this case, the number should be changed to at least nine, but you can increase the values just to be safe.

When you finish editing, you will select who you want to receive the message. Click the checkbox next to each name.

Select Message Recipients

Select Roles

<input type="checkbox"/> To	<input type="checkbox"/> CC	<input type="checkbox"/> BCC	Role Description
<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	All Section Instructors
<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	All Section Designers
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	All Teaching Assistants
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	All Students
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	All Auditors

Select Individuals and Groups



<input checked="" type="checkbox"/> To	<input type="checkbox"/> CC	<input type="checkbox"/> BCC	Name
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	group 1 (Demo Student 1917461011)
<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Melanie Best
<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Rhonda Blackburn
<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Demo Student 1917461011



You can send a message to someone by clicking the **To** checkbox. You can also **CC** (carbon copy) someone, which means you want them to see the message but the message is not actually meant for them. You can also **BCC** (blind carbon copy) someone if you want them to see the message but you do not want anyone else to know you sent it to them. If you want to send the message to everyone, click the header **To** checkbox in the blue field and all the recipients will be checked at once. When you are finished selecting the participants, click **Save**.

Once you have chosen your recipients, you need to include a clear and concise subject and enter a message. If you want to include links or formatting, you can use the **HTML Creator** or you can enter your own HTML coding. If you are going to enter your own HTML, make sure you click **Use HTML**.

Create Message

Browse for Recipients...

***To:**
Best, Melanie <x.mbest>  ; Blackburn, Rhonda <x.rblackburn> 1917461011, Demo <webct_demo_1917461011> 

CC:
All Section Instructors  ; All Section Designers 



BCC:

***Subject:**

***Message:**

HTML Creator On Off

Send your topics to me by replying to this message. Make sure you have it turned in by next Monday, June 12, 2006



Use HTML Insert equation: New  

Attachments: Add Attachments

Send Preview Cancel Save as Draft

You can also include an equation and an attachment. Once you are finished with your message, you can preview it, save it as a draft, or send it.

After the message is sent, the **Mail** icon  will appear on the My Vista page under the name of the section and a green and white asterik

 Mail  will be next to the Mail link under Course Tools to alert the participants that there is a new Mail message.

Mail Forwarding

To forward Mail from Vista to an external email client, click the **Mail Forwarding** icon. Enter your external email address and click **Save**. Be aware that you cannot reply or forward from an external email client back to Vista's Mail tool. If you receive a message and want to reply, log in to Vista to do so.

Search

You can search within the Mail tool for a topic or person(s). If you are looking for a particular message from someone, enter their name next to **Search this tool** and Vista will retrieve all messages referencing the person either as the author, the receiver, or within the text.