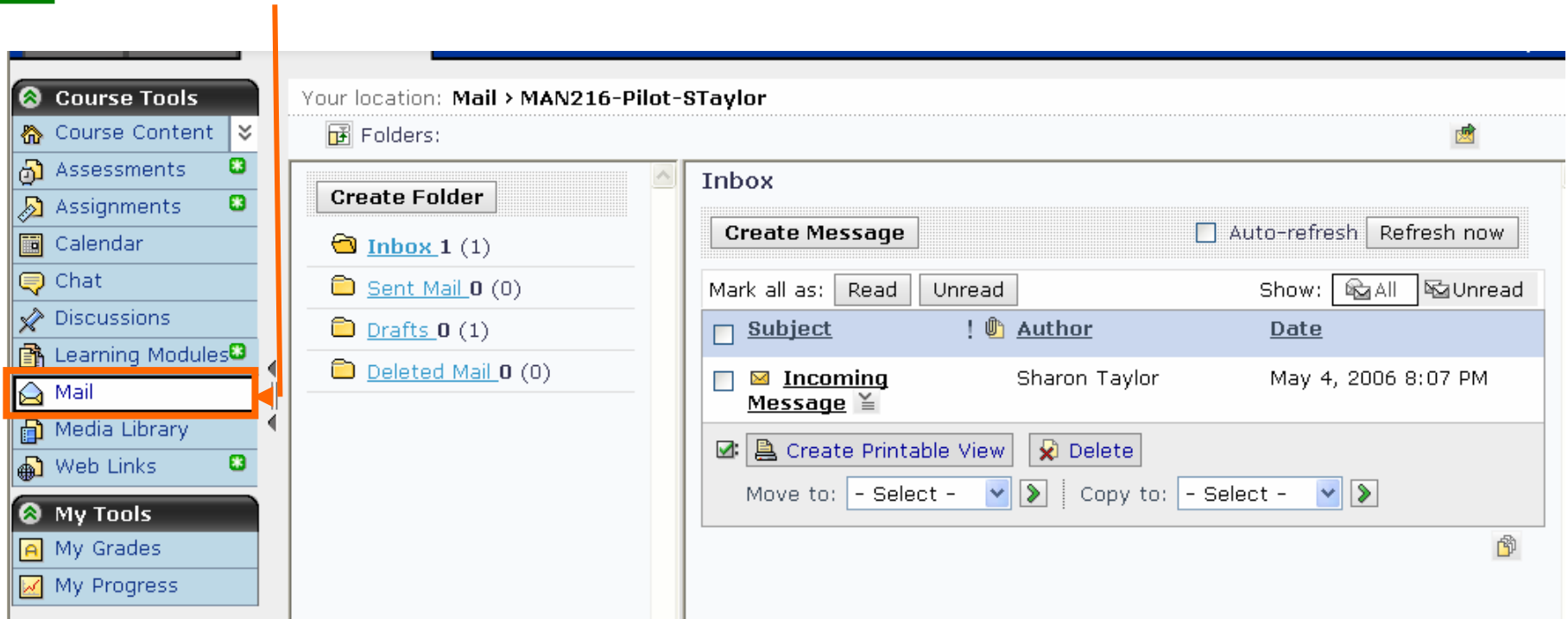


Mail Tool Features

1. Click the **Mail** tab on the **Course Tools** menu.



Your location: **Mail** > MAN216-Pilot-STaylor

Folders:

- Create Folder
- Inbox 1 (1)
- Sent Mail 0 (0)
- Drafts 0 (1)
- Deleted Mail 0 (0)

Inbox

Create Message Auto-refresh Refresh now

Mark all as: Read Unread Show: All Unread

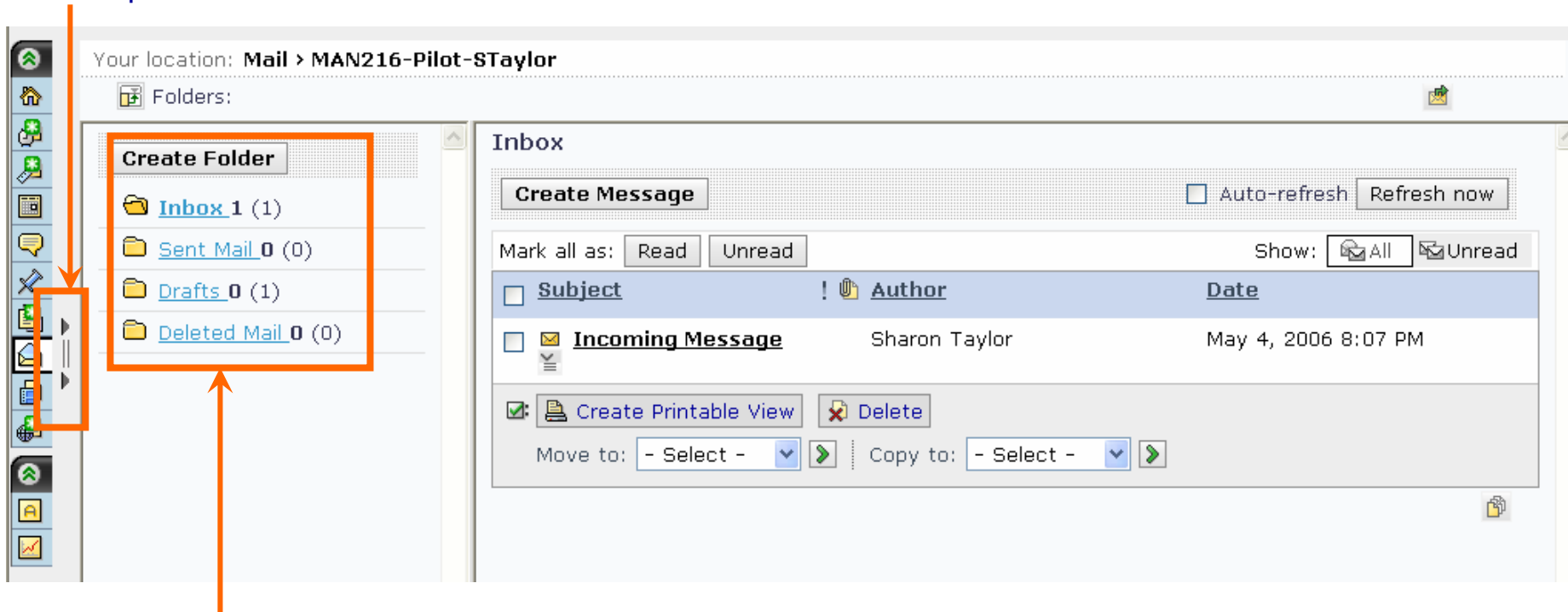
<input type="checkbox"/>	Subject	Author	Date
<input type="checkbox"/>	Incoming Message	Sharon Taylor	May 4, 2006 8:07 PM

Create Printable View Delete

Move to: - Select - Copy to: - Select -

A **green dot** to the right of a tool indicates new activity (e.g, new mail).

2. The **Course Tools** menu automatically collapses. Click the black arrows to expand or collapse the **Course Tools** Menu.



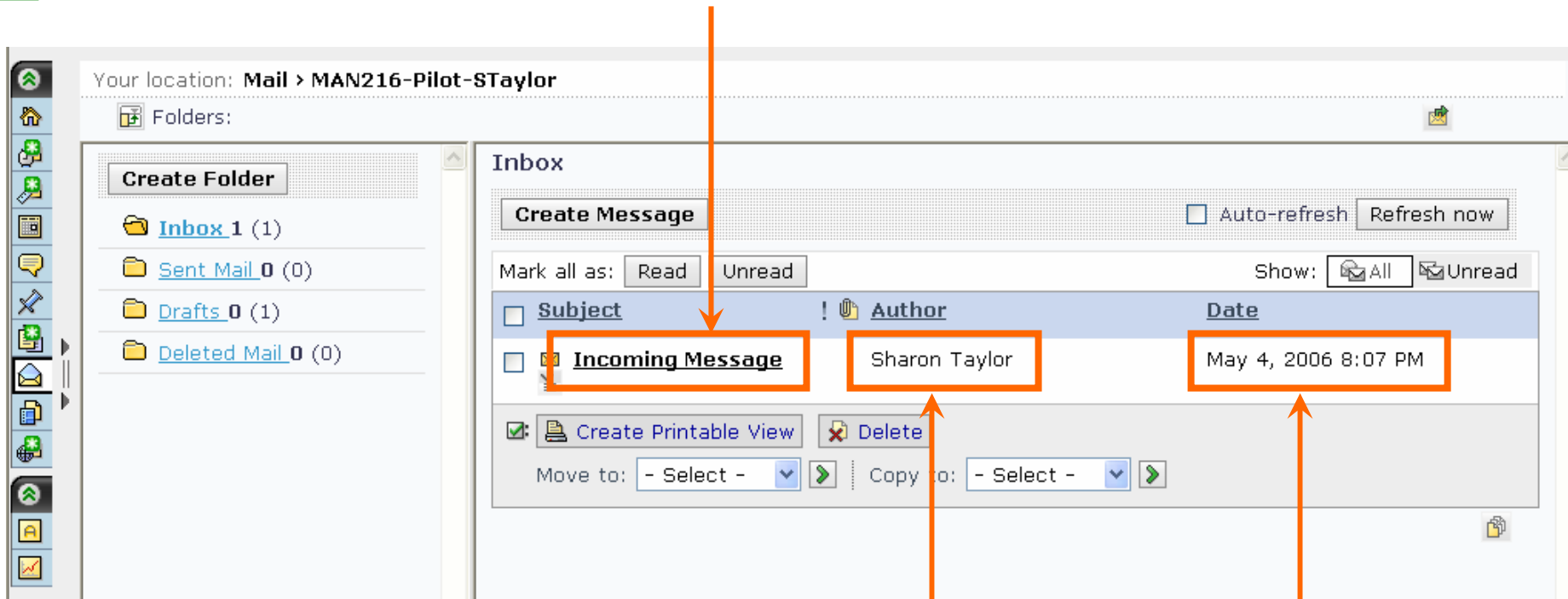
Folders are displayed on the left side of the screen.

Total number of messages within each folder are shown in parentheses.

The number outside of the parentheses shows number of messages not read.

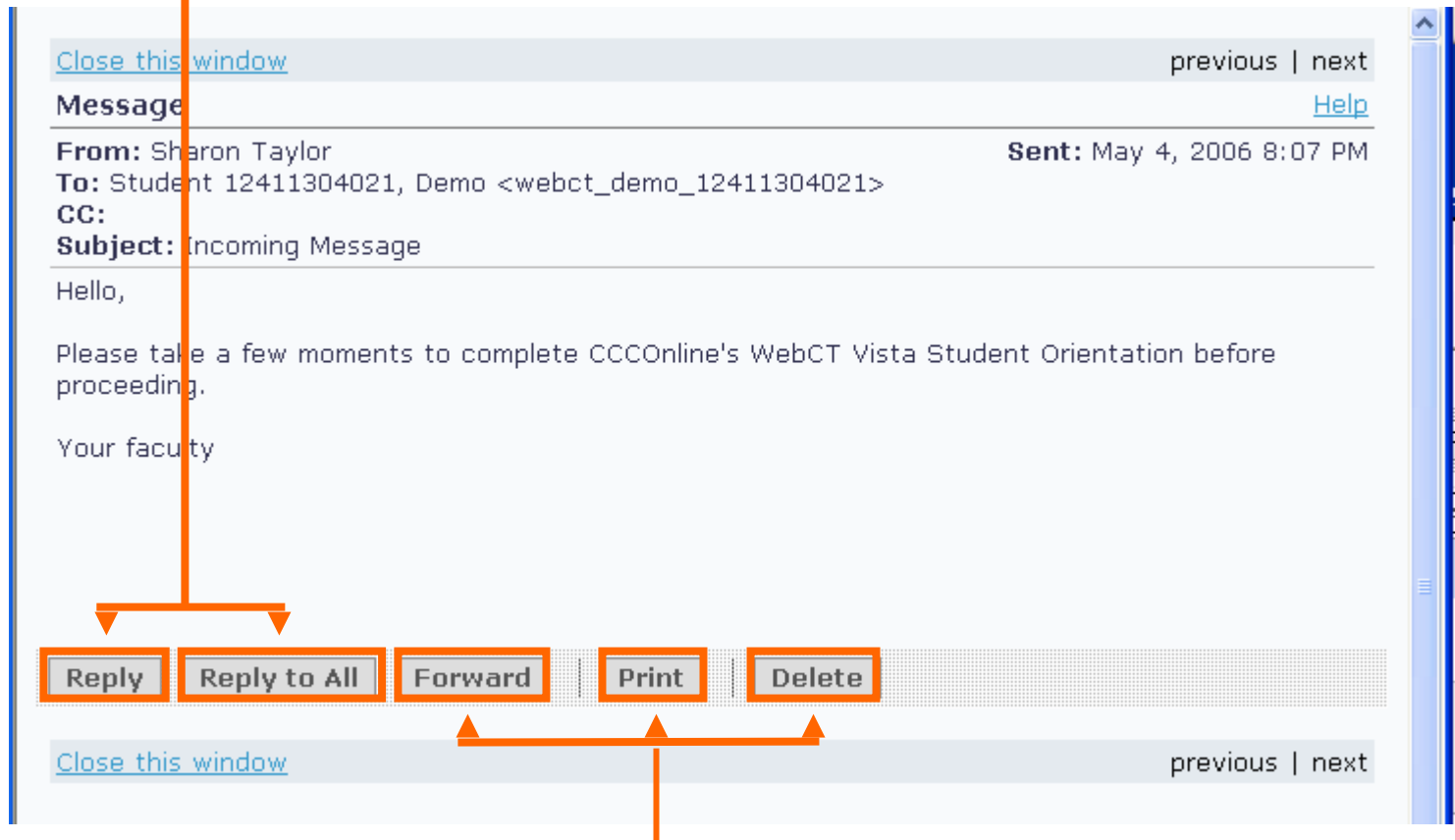
The open folder's messages are displayed on the right hand side of the screen.

3. Read an **Incoming Message** by clicking the link in the Subject area.



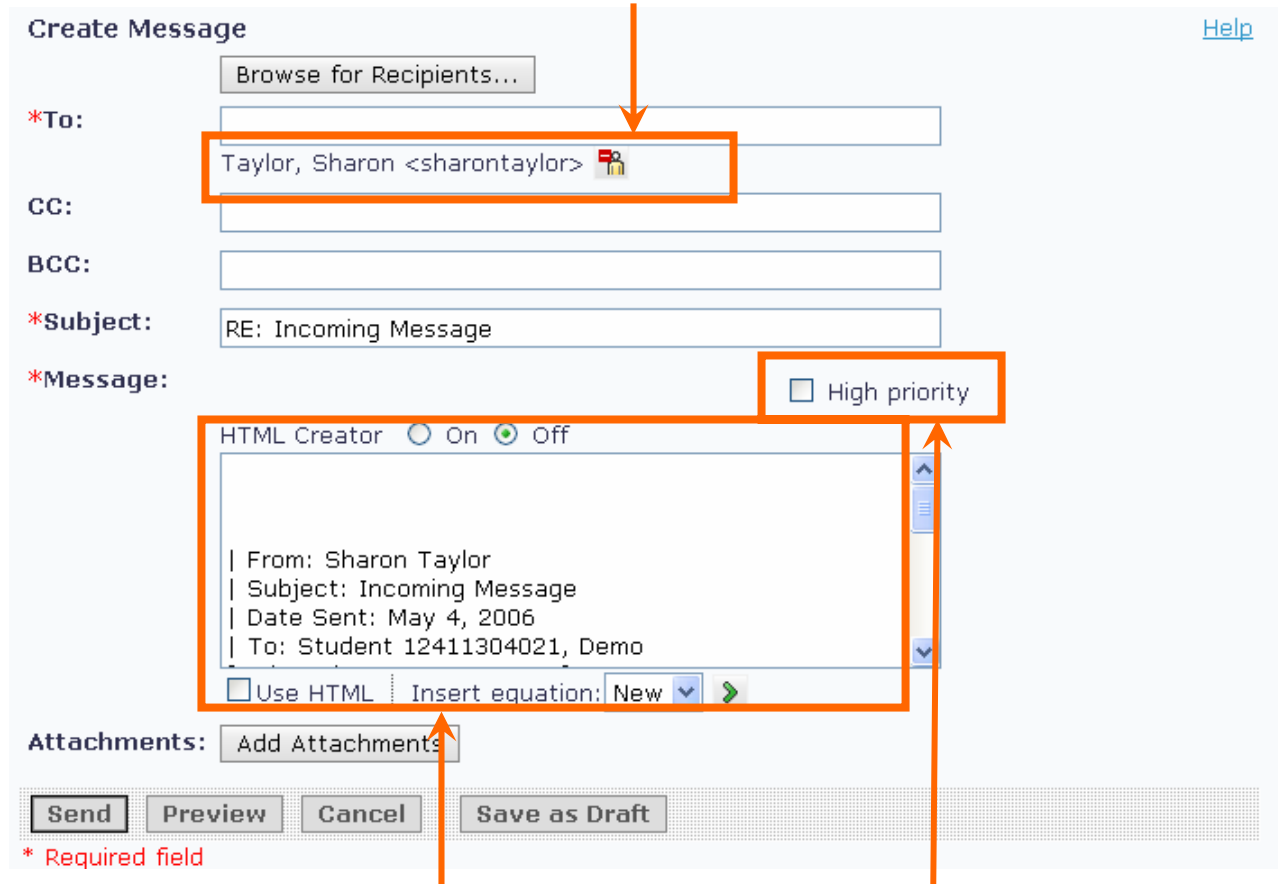
The **Author** and **Date** are also displayed.

4. Click **Reply** or **Reply to All** to respond.




You can also **Forward**, **Print**, or **Delete** the message.

5. The person (or persons) to whom you are replying appear(s) beneath the ***To** textbox.



Create Message [Help](#)

Browse for Recipients...

***To:** Taylor, Sharon <sharontaylor> 

CC:


BCC:

***Subject:** RE: Incoming Message

***Message:** High priority

HTML Creator On Off

| From: Sharon Taylor
| Subject: Incoming Message
| Date Sent: May 4, 2006
| To: Student 12411304021, Demo

Use HTML | Insert equation: New 

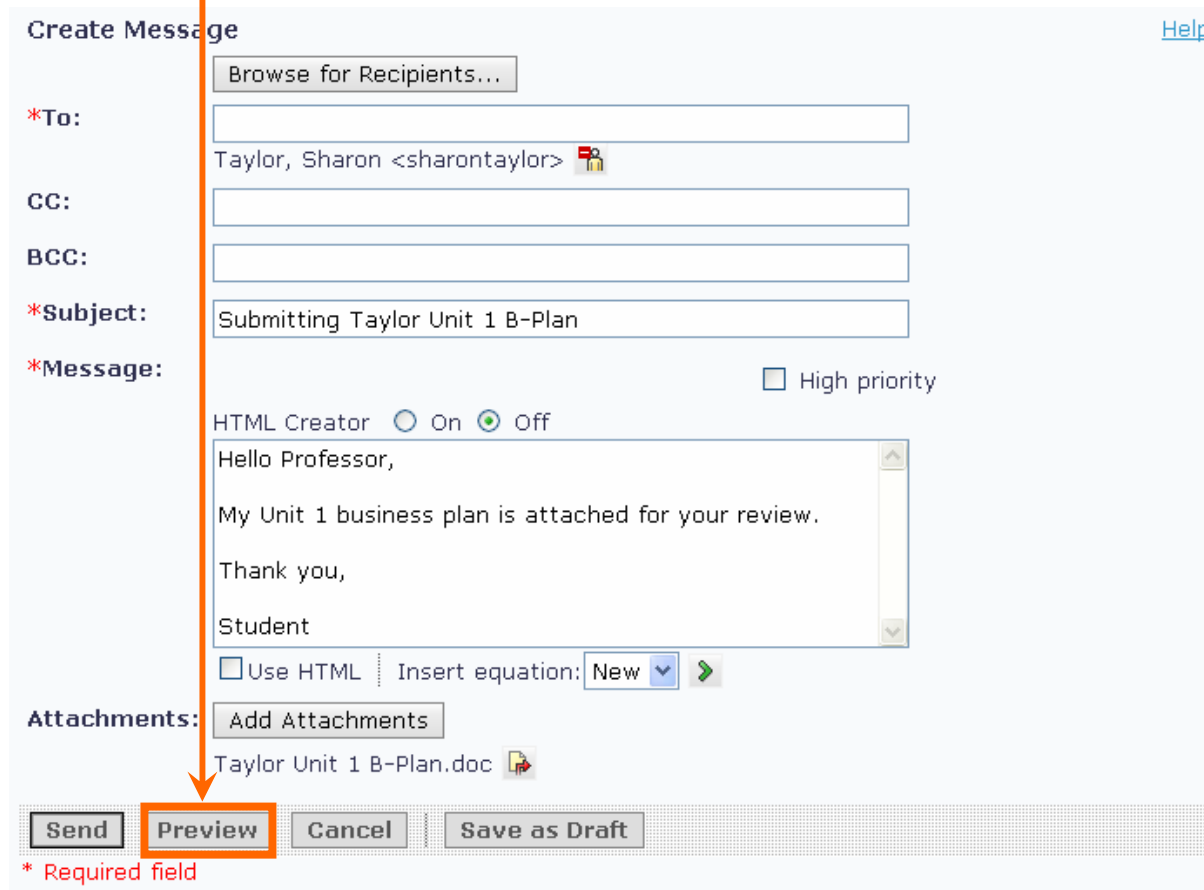
Attachments: Add Attachments

* Required field

6. Write your message in the ***Message** field.


7. Check the **High Priority** box, if the message is urgent.

8. Click the **Preview** button to view your message before sending.



Create Message [Help](#)

Browse for Recipients...

*To: Taylor, Sharon <sharontaylor> 

CC:



BCC:

*Subject: Submitting Taylor Unit 1 B-Plan


*Message: High priority

HTML Creator On Off

Hello Professor,
My Unit 1 business plan is attached for your review.
Thank you,
Student

Use HTML | Insert equation: New  

Attachments: Add Attachments

Taylor Unit 1 B-Plan.doc 

Send **Preview** Cancel Save as Draft

* Required field

9. Next, click either **Send**, **Cancel** to revise, or **Save as Draft** to save the message to send later.