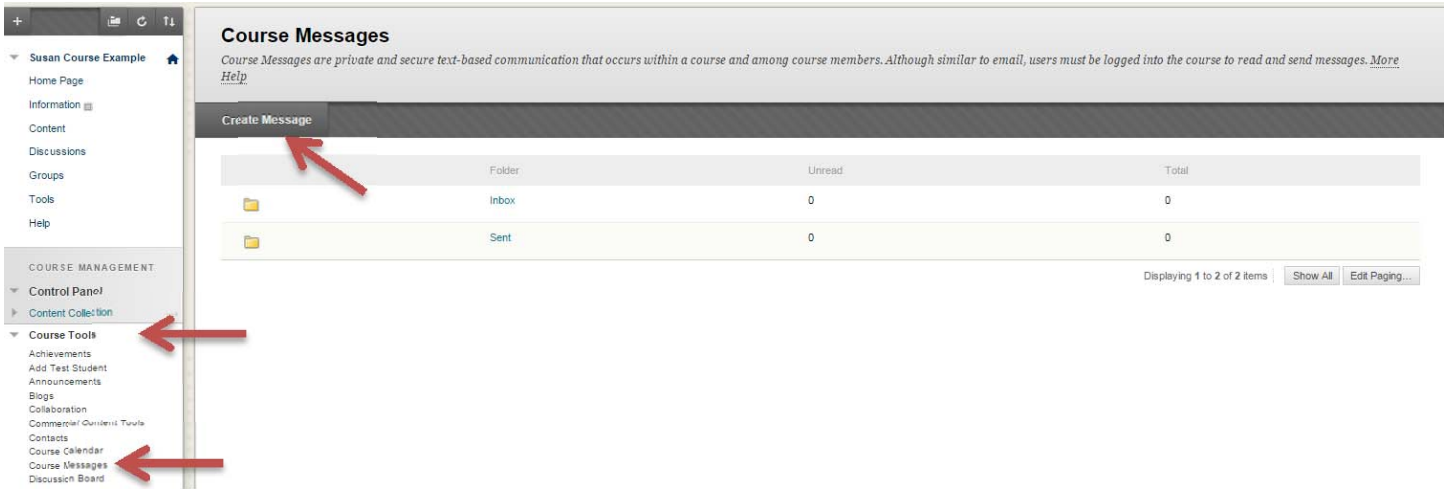


Course Messages

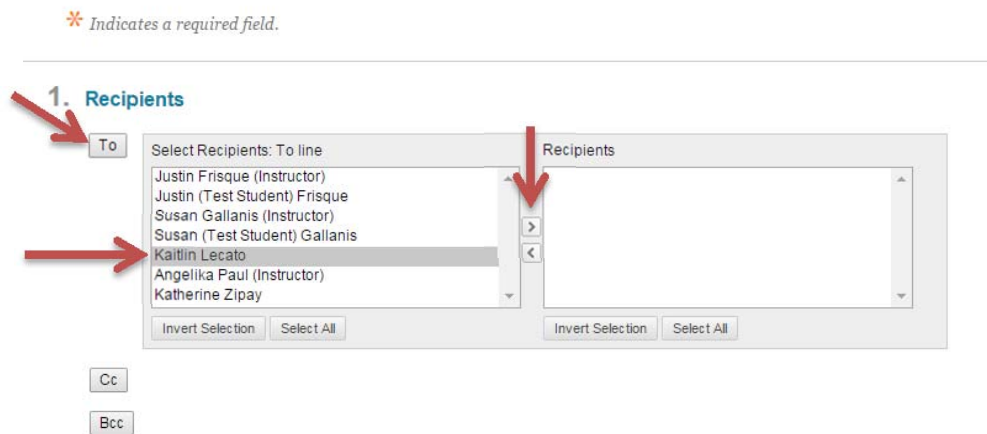
1. Course Messages

(NOTE: Course messages stay within the course and are not sent to CUW/CUAA [Outlook] email.)

a. Click on Course Tools, then Course Messages. To compose a message, click on Create Message.



b. Click on TO and select recipients. Click on the arrow to move the selected recipients to the right box.



c. Enter a subject and type your message, then click Submit.

2. Compose Message

* Subject

Body

Good morning,
See you in class today.
Susan]

Path: p Words: 7

3. Submit

d. You can view the messages sent in the Sent folder.

Course Messages

Create Message

Folder	Unread	Total
Inbox	0	0
Sent	0	1

Displaying 1 to 2 of 2 items | Show All | Edit Paging...

e. View messages sent to you by clicking on Inbox, then clicking on the message.

Course Messages

Create Message

Folder	Unread	Total
Inbox	1	1
Sent	0	2

Displaying 1 to 2 of 2 items | Show All | Edit Paging...