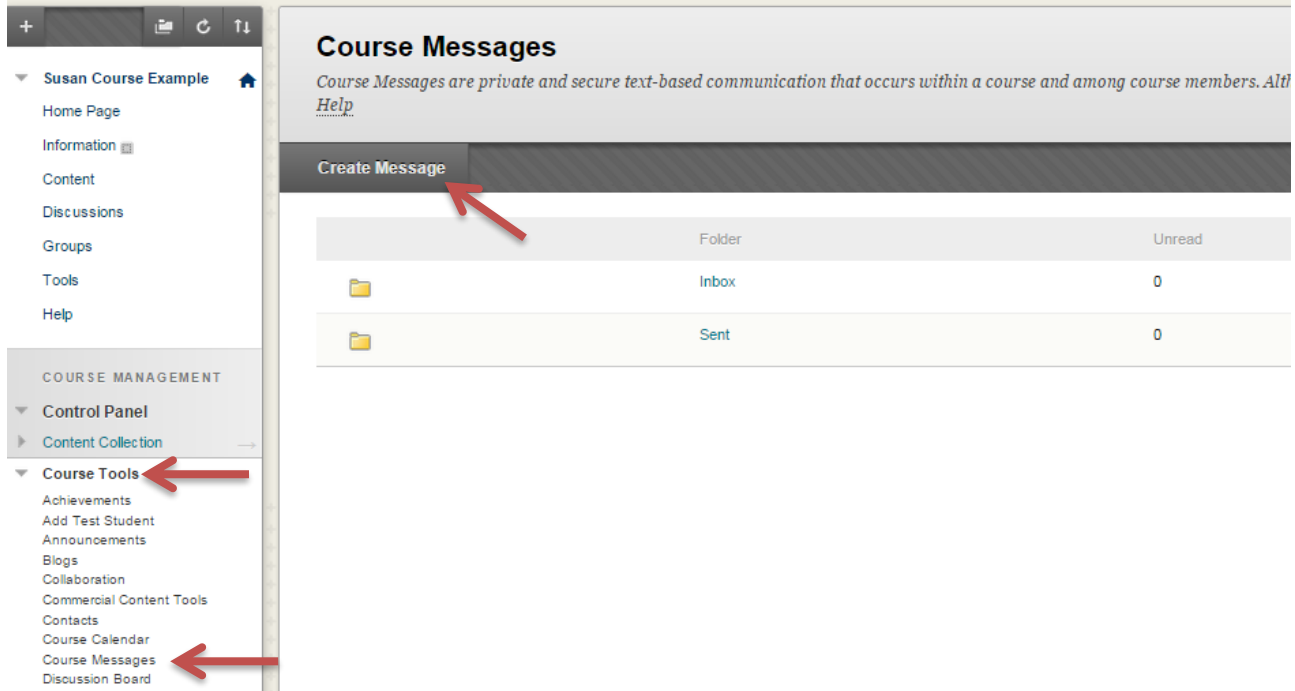


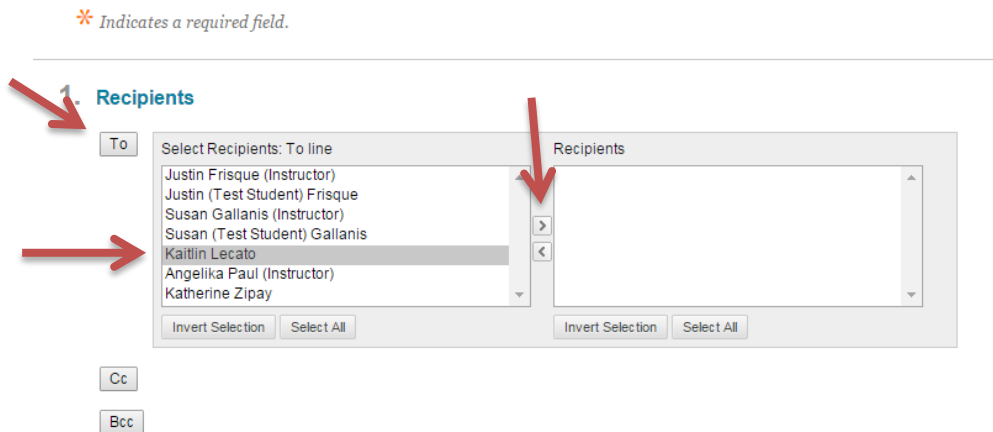
14. Course Messages

(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 |

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 i