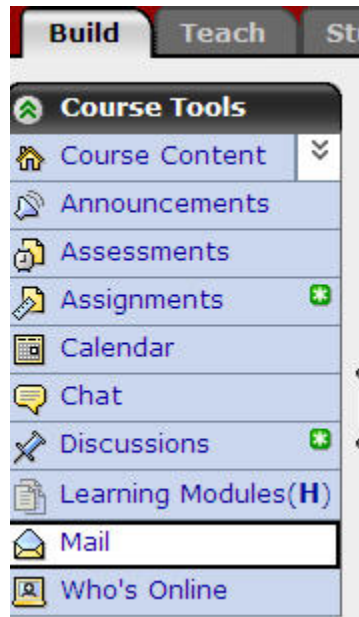


## Using Mail – Instructor Version

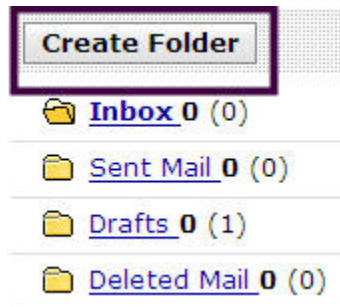
To use the Mail tool in eLearning Vista, make sure it is listed under Course Tools.



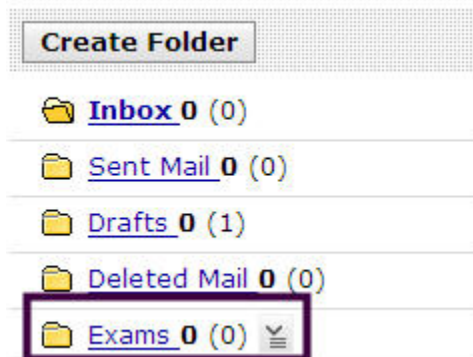
This will give you and your students access to send each other private messages. To access the Mail tool, click the link under Course Tools on either the Build or Teach tabs.



### 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**. 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, click **Create Message**.

To find the person to whom you want to send the message, click **Browse for Recipients**. Click the checkbox next to each name you want to receive the message.

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**.

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.

## Mail Forwarding

To forward Mail from eLearning 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 eLearning Vista's Mail tool. If you receive a message and want to reply, log in to eLearning 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 eLearning Vista will retrieve all messages referencing the person either as the author, the receiver, or within the text.