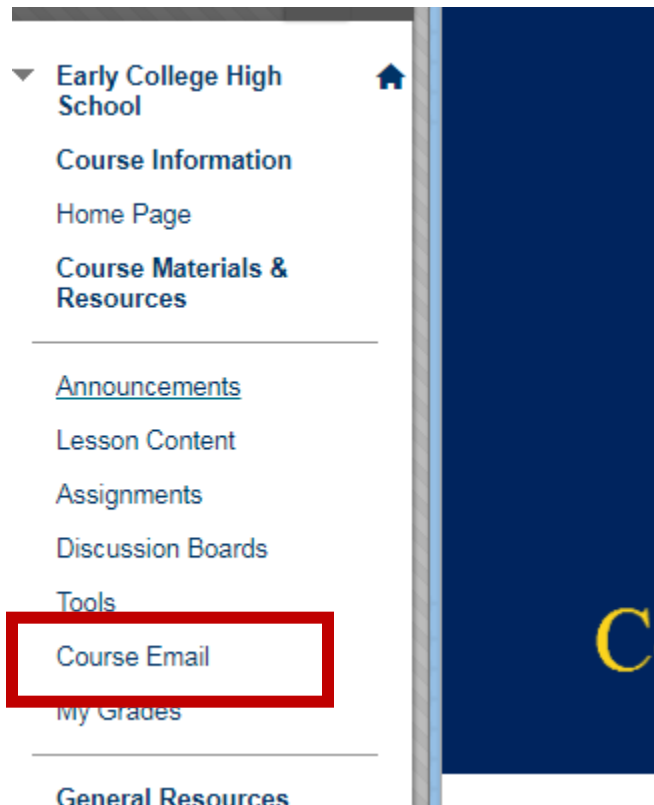


Sending Email

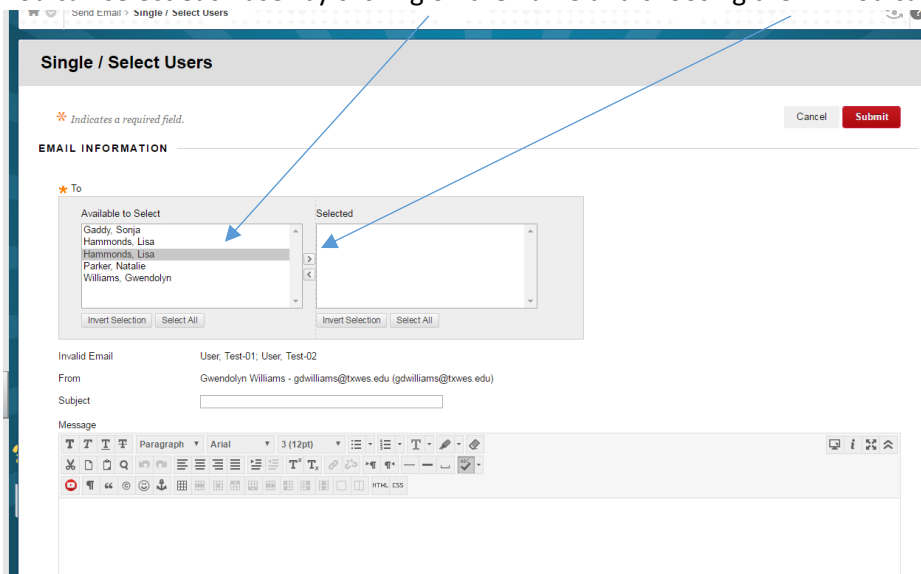
You will have the option to send an email to All Users, All Instructors, All Students, Selected Users or Groups.

To send an email click the **Course Email** on the course menu bar.



Choose Select Users

You can select each user by clicking on the name and choosing the >. You can even select all then choose the >.



Put a subject in the subject area and type your message in the message area. Then choose submit.