

Mail

This tutorial is designed to help you:

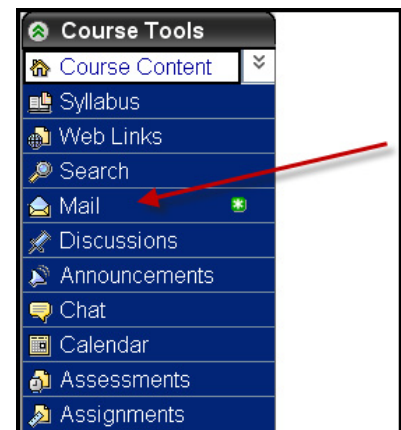
- Read and send mail within your WorldClassRoom course.

The Mail tool in WorldClassRoom is a mail program limited to use within your online courses. You cannot send an email from an external email account to your WorldClassRoom mail account. The Mail includes features common to most standard e-mail programs such as:

- Send, receive, and forward messages, in plain text or HTML,
- File attachments,
- Carbon copy or blind carbon copy message recipients,
- Print, search, compile, and organize messages into folders.

Reading Mail

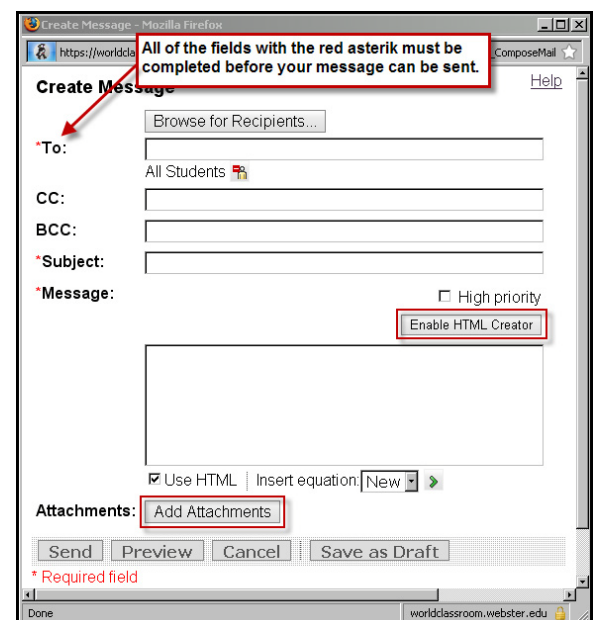
1. From within your WorldClassRoom course, select **Mail** located in Course Tools on the left side of the screen.
2. Click on the message links to read your mail. If you have a new message, the Mail icon in the Course Tools will have a green asterisk on it.





Sending Mail

1. From within your WorldClassRoom course, select the Mail icon in Course Tools on the left side of the screen.
2. Select **Create Message**.
3. Select **Browse for Recipients**.
4. Click on the checkbox to the left of the recipient names to select recipients. Remember, you can only send mail to the instructors and the students that are a part of this class.
5. Select **Save**.
6. Complete the **Subject** field.
7. To create the message in Plain Text format, enter it in the Message text box. The message will appear exactly as you have typed it.

To create the message in HTML format, select **Enable HTML Creator**. The HTML Creator is made up of the many functions you would see in a text editor such as Microsoft Word. The table below describes two important icons located on the toolbar.



Icon Label	Icon	Task
Insert Hyperlink		<p>To insert a link:</p> <ol style="list-style-type: none"> In the editing area, place your cursor where you want the link to appear and click Insert Hyperlink icon. The Insert Link pop-up window appears. Do one of the following: <ul style="list-style-type: none"> To insert a link to a file in a Content Browser location (file manager): <ol style="list-style-type: none"> Click Browse. The Content Browser pop-up window appears. Navigate to and select the file. To insert a link to a file on the Internet, in the URL text box, enter the complete URL of the file, including http://. In the Link Text field, enter the text you want to represent the link and click OK. If you do not enter text the complete URL will be displayed.
Insert Image		<p>In the editing area, place your cursor where you want the image to appear and click the Insert Image button. The Insert Image pop-up window appears.</p> <p>To insert a link to file in a Content Browser location:</p> <ol style="list-style-type: none"> Click Browse. The Content Browser pop-up window appears. Navigate and select the file.


- If you would like to add an attachment to your message, select **Add Attachments** to add files. Select your file by clicking on the desired file then select **Open**.
- Select the **Preview** button if you would like to take a look at your message before you send it. If you would like to save your message so that you can edit it later, select **Save as Draft**.
- Select **Send**.

Compiling Messages

- Select **Discussions** in Course Tools.
- Select the discussion topic you would like to view.
- You can select **Create Printable View** to view all the messages under the topic.

Accessing Mail

In addition to accessing the course mail from within each course, you have the ability to check mail from all of your current courses in one spot.

On the **My Blackboard** page, click the  icon on the right side to access your centralized mail.



You will see a folder for each course you are currently enrolled in. Select the course title to begin reading your course mail.

Your location: **Mail**

<u>Name</u> ↑	Messages	Unread
 Blackboard Vista - Faculty Information Center	(0)	0
 Blackboard Vista - Tutorial and Instructions	(0)	0
 BUSN 5000 - QP F2 2008 Business	(1)	0
 BUSN 5200 - QO S2 2009 Basic Finance for Managers	(15)	14