

The following is a sample of a module from the original 13-part tutorial series I designed to introduce students WebCT and related issues when taking Internet courses at Corning Community College, and is available to students through the campus portal, MyCCC.



## COURSE MAIL

In this module you will learn how to use the mail tool in a WebCT course. **Note:** Names are covered for privacy in this module.

This document uses bookmark links to jump to different topics. To see the menu, click on the menu, click on the Bookmarks tab in the left of the Adobe Acrobat window.

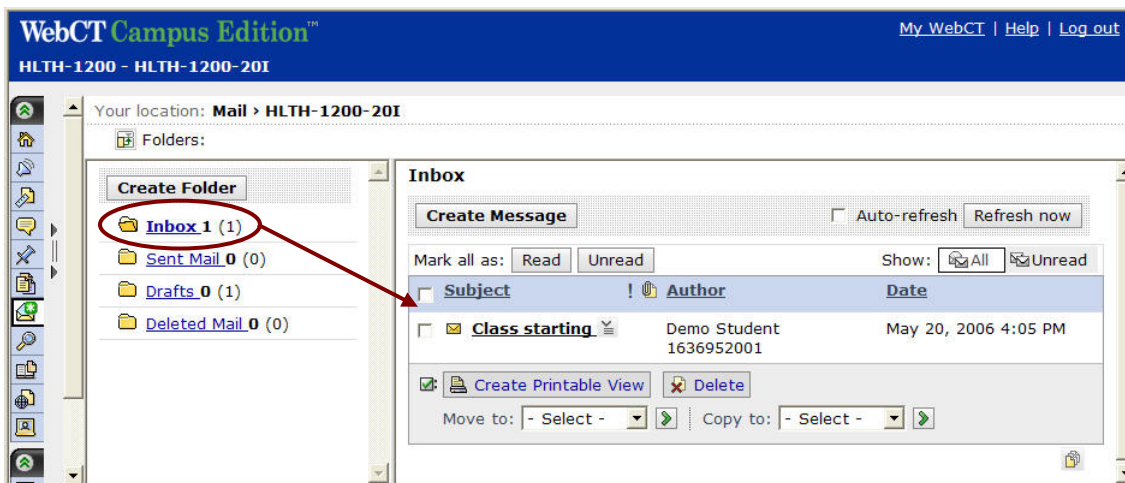
### Topics Covered in This Module | Page #

- Course Mail Window | 1
- Folders: Create & View | 1-2
- Read & Reply to Messages | 2-3
- Create Messages | 3-4
- Select Message Recipients | 3
- Remove Recipients | 4
- Add & Remove Attachments | 4
- Get Files & My Computer | 4
- Read/Unread | 5
- All/Unread | 5
- Create Printable View | 5
- Delete Messages | 5
- Attachment Icon | 5
- Page Preferences | 6

## How to Use Course Mail



**IMPORTANT:** Course mail is *internal* to the course you are in and is *not* viewable from any other course or email program.

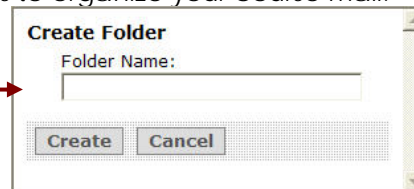



### Folders

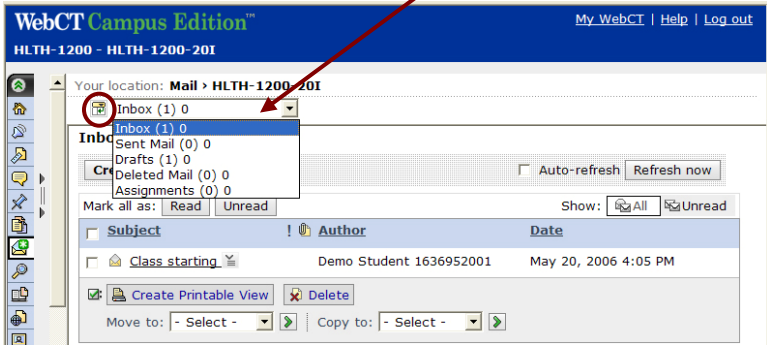
From the *Course Tools* bar, click on *Mail* in the menu. Your course mail is organized into *folders*. On the left side of the screen is a list of all your mail folders. When you select a folder, you will see all the mail messages for that folder listed on the right side of the screen. In the example above, the *Inbox* is selected showing the messages in that folder.


**Create Folders:** You can create additional folders to organize your course mail:

1. Click *Create Folder* above *Inbox*.
2. In the small *Create Folder* dialogue box, enter a new name for the folder and click *Create*.
3. You will return to the folder view with the new folder listed.



**Hide Folder View:** Click on the *Hide/Show Folders* icon near the top left of the screen  to hide your folder list and only see the messages in the selected folder. You can still move between folders from a drop-down box, as indicated here:

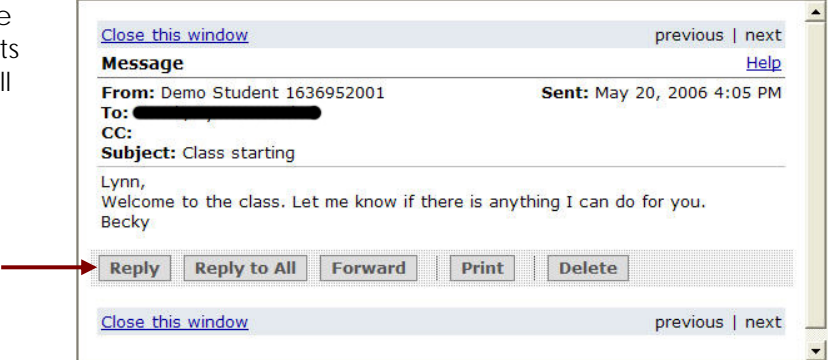


**Note:** You can only delete the custom folders you created; the default folders, *Inbox*, *Sent Mail*, *Drafts*, and *Deleted Mail*, cannot be removed. Custom folders you create will have an *ActionLinks* icon next to them; click on it to get the menu for deleting a folder: 

**Read & Reply to Messages**

To open a message in the selected folder, click on its title, and the message will open in a new window. Here you can respond to the mail message in several ways:

- Reply
- Reply to All
- Forward



**Reply**

Reply allows you to respond only to the sender. You must fill in all required fields marked with a red **asterisk\***.

1. Click on *Reply* and the response opens in a new window where the original sender is automatically added to the *To* field and the subject added to the *Subject* field. Both of these fields can be modified.
2. Type your response into the message box.
3. When you are done, scroll down to where you can click *Send*, *Preview* or even *Cancel* the mail. You can even save a draft to send later.

