How do I send an Email message?

Go to Email.

Select the Email tool from the Tool Menu of your site.

Select the message recipients.

When you compose a message in the Email tool, you have the option to select recipients in the course by role, section, or group. You may also add other recipients who are not enrolled in the course.

Select All.

Click to place a check mark next to All to send an email to everyone in the site.
Choose recipients by role.

Click the Roles link to expand the list of roles within the site. You may also click on the link for a role (e.g. Student) to expand the list and show individual users.

Place a check mark next to the roles and/or individual recipients you would like to address in your message.

Choose recipients by section.

Click the Sections link to expand the list of existing sections within the site. You may also click on the link for a section (e.g. Lab1) to expand the list and show individual users in that section.

Place a check mark next to the sections you would like to address in your message.
Choose recipients by group.

Click the **Groups** link to expand the list of existing groups within the site. You may also click on the link for a group (e.g. Team-1) to expand the list and show individual users in that group.

Place a check mark next to the groups you would like to address in your message.

Enter the email address for unenrolled user/s.

To send a message to a user who is not enrolled in the site, select the Add Other Recipients link and then enter the email address or addresses (separated by commas) into the text area provided.
Enter a subject line.

Subject: Welcome

Give your email message a subject.

Add an attachment. (Optional)

Attach a file

Click the Attach a file link if you would like to browse for and attach a file to your email.

Enter the message body text.

Hello,

Welcome to class!

Use the Rich Text Editor to compose your message.

Select to receive a copy. (Optional)

Send me a copy

If you would like to be copied on the email message, click the box next to Send me a copy.

Note: Sakai does not keep a copy of emails sent through the Email tool. If wanting a record of a sent email, make sure to select this option.
Select to add to Email Archive. (Optional)

Add to Email Archive, visible to all site participants

If you would like the email message to be added to the course Email Archive, click the box next to Add to Email Archive, visible to all site participants.

*Note: This option only appears if the Email Archive tool is active in your site.*

Append list of recipients. (Optional)

Append list of recipients to message

If you would like recipients to see the users copied on the message, select this option to include the recipient list in the message.

Click Send Mail.

Send Mail  Cancel

The message will be sent using your Loyola email address.