

How do I Compose a WebCT Email Message?

Tutorial Information

Composing a mail message is not difficult but works a little different than most mail programs. Keep in mind that the mail tool within WebCT is private. This means that you can only send messages to those within the course. **You can not send email to an Internet address like joe@hotmail.com.** The tutorial below shows you how to compose a message so it is addressed correctly.

How to Compose a Mail Message.

1. When you get to the main screen of the Email Tool (see the tutorial on **How to get to my Email messages** for more information), you will see a link titled "**Compose Mail Message.**" Click on this link. (See Fig. C1-1)

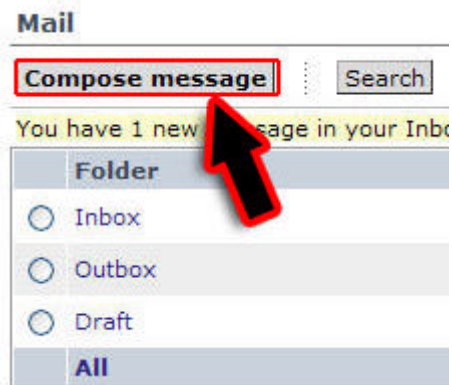


Fig. C 1-1

2. On the next screen, click on the **Browse...** button across from the **Send to:** text box. **NOTE - WebCT email is not the same as your normal internet Email account. Only those students and the instructor in this specific course have access to this Email tool.** (See Fig. C1-2)



Fig. C 1-2

3. After you click on the Browse button, a popup window will be displayed. It will give you a list of all people that have access to this course. If you are trying to Email your instructor, look for his/her name and click on it once. Then click the **Select** button. **NOTE - You can send an Email message to anyone in the course by clicking on their name and clicking the Select button. This would be useful if you are working on a group online project.** (See Fig. C1-3)

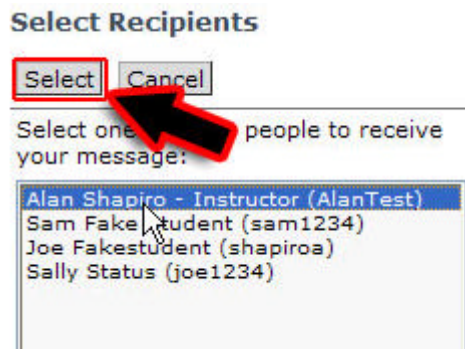


Fig. C 1-3

4. You will taken back to the compose screen. The name of the person you selected in the pervious step will be filled in next to the Send to: title. Type in a subject and your message. Click on the Send button to send your message. (See Fig. C1-4) **NOTE - If you need to send an attachment. Please view the How to I Attach a File Tutorial. Also, you can jazz up your mail message by using the HTML Editor. Please view the How do I use the HTML Editor Tutorial.**

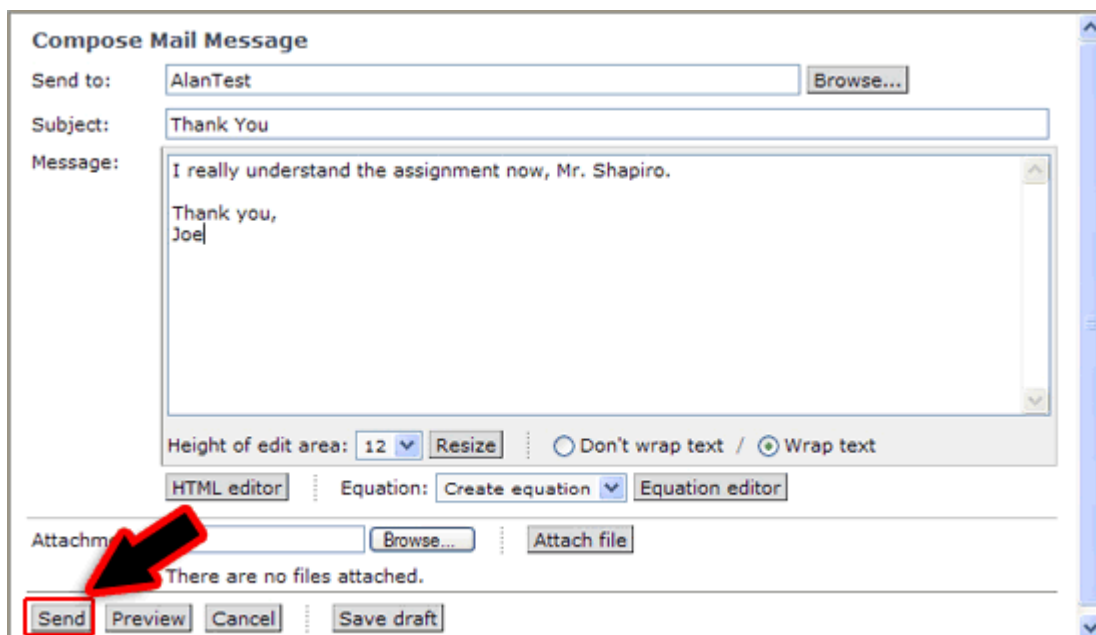


Fig. C 1-4