

How do I get to my WebCT Email Messages?

Tutorial Information

There are three possible ways of getting to your WebCT mail messages. Each way is outlined below.

How to Get to your Mail Messages

Method 1:

If you have new mail messages, they will show up under the name of your course as an icon within the myWebCT area. When you click on the icon that looks like an envelope you will be taken directly to the WebCT Email tool. **NOTE - Some instructors do not allow you to see this icon and others allow you to see that there is new mail but will not be allowed to click on the envelop icon.** (See the tutorial on [How to Read your Email messages](#) for information).



Fig. M 1-1

Method 2:

The Icon Link (go the [Icon Link tutorial](#) to learn more about it) usually titled "Email" can be found somewhere within your course. When you click on the Icon Link you will be taken directly to the WebCT Email tool. (See the tutorial on [How to Read your Email messages](#) for information).



Fig. M 1-2

Method 3:

There will be a link on the Course menu (go to [Course Menu tutorial](#) to learn more about it). When you click on the link you will be taken directly to the WebCT Email tool. **NOTE - Not all classes will have this item on the Course Menu.** It is also possible that an instructor will have the course menu showing up as a drop-down list similar to second image in Figure M1-3. Clicking on the drop-down list will display the Course Menu items. (See the tutorial on [How to Read your Email messages](#) for information).

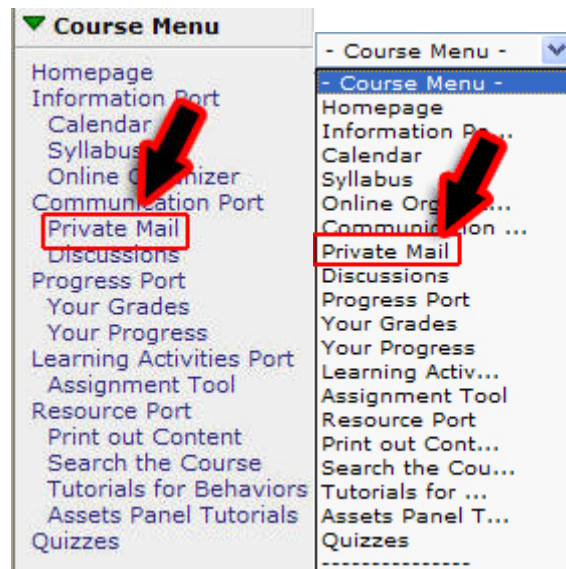


Fig. M 1-3