eLearn

Email
Center for Distributed Education

Chattanooga State

With the *Email* tool you can read, send, receive, reply and forward mail messages inside the eLearn system. You can also store and search your messages, and add mail folders.

NOTE: It is often easier to send an Email to a classmate or your instructor from within your *Classlist* Page.

You access your eLearn *Email* from the left hand side of the blue navigation bar.

My Home | Email | Calendar | Help

Message Folder: Inbox

The Email *Message Folder: Inbox* is connected to you as an individual and not to your specific course.

From this page you can:

- Filter messages by course from the *Filter By:* Box

  Filter By: SOOL_1010 Student Orientation to Online Learning

- Read your messages by clicking on the Subject **(see Red Box above)**

- Reply and Compose Email **(see next page)**

- Manage your Folders by clicking on the Folder Management Icon **(see Green Circle above)**

- Access your *Folder List* to review your:
    - Sent Mail
    - Drafts
    - Trash
    - Email Address Book.
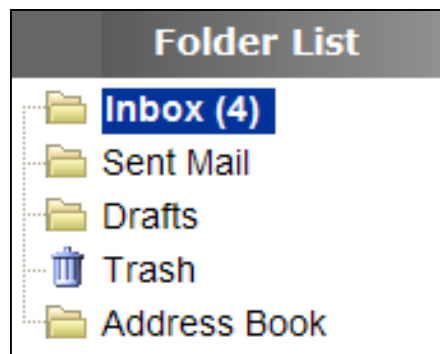
Compose Email

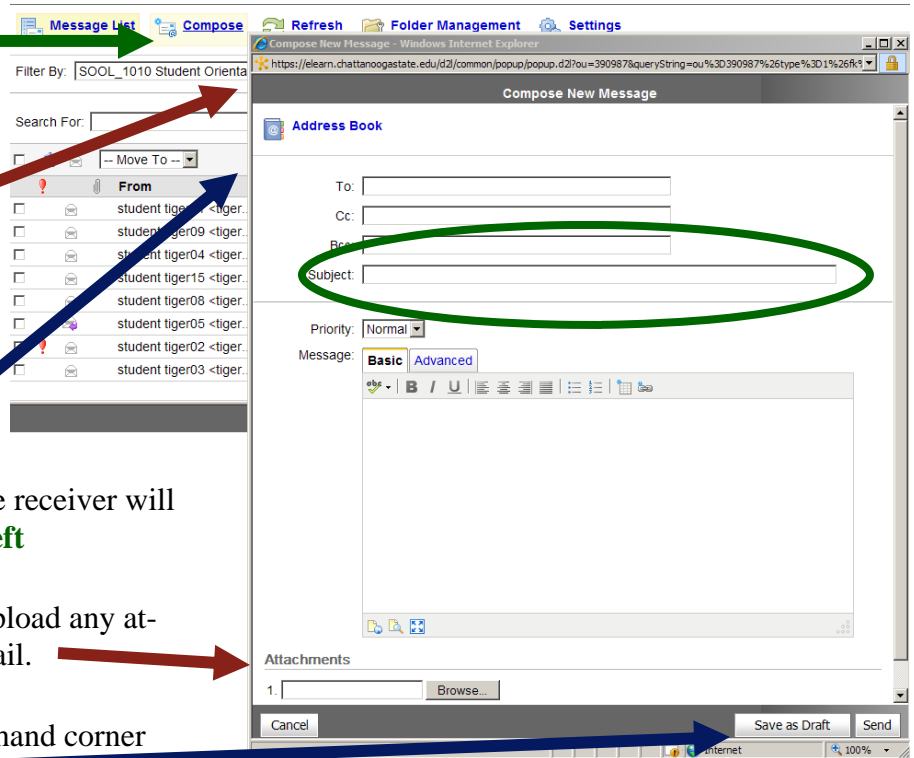Click on the **Compose** icon at the top of the Email: Message Folder: Inbox.

This will bring up the **Compose New Message** box.

If you do not know the eLearn address of the recipient, you will need to search through your **Address Book** (this is why it is easier to send an email from the **Classlist Page**).

To Always complete the **Subject Box** so the receiver will what the email is about **See Green Oval Left**

The **Attachments Area** is where you will upload any attachment (such as assignments) to your email.

Click on the **Send Icon** at the bottom right hand corner when you are finished.

Reply to Email

To reply to an Email, open the Email from the **Subject** area of the Email: Message Folder: Inbox area.

This will open the **Message Preview** box so you can read the Email.

Click on the **Reply** or **Reply All** icon at the top of the Message Preview Box.

The **Compose New Message** box will open. See Above.