

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.



Message Folder: Inbox

The screenshot shows the email interface with the following elements:

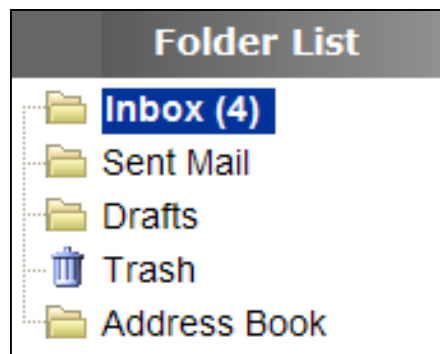
- Folder List:** A sidebar on the left containing 'Inbox (3)', 'Sent Mail', 'Drafts', 'Trash', and 'Address Book'.
- Message List:** A table of messages with columns for 'From', 'Subject', 'Date', and 'Size'. The 'Subject' column is highlighted with a red box.
- Folder Management:** An icon in the top toolbar is circled in green.
- Filter By:** A dropdown menu set to 'SOOL_1010 Student Orientation to Online Learning'.
- Search:** A search bar with a 'Search' button and a link to 'Show Search Options'.

From	Subject	Date	Size
student tiger01 <tiger...	testing	Jan 13, 2009 1:57 PM	0.1 KB
student tiger09 <tiger...	<No Subject>	Jan 13, 2009 1:55 PM	0.1 KB
student tiger04 <tiger...	lindsey	Jan 13, 2009 1:50 PM	0.1 KB
student tiger15 <tiger...	hi	Aug 26, 2008 6:47 PM	0.1 KB
student tiger08 <tiger...	hello	May 27, 2008 6:13 PM	0.1 KB
student tiger05 <tiger...	<No Subject>	May 27, 2008 12:37 PM	0.1 KB
student tiger02 <tiger...	saying hello	May 12, 2008 5:53 PM	0.1 KB
student tiger03 <tiger...	Hey hey	May 12, 2008 5:53 PM	0.1 KB

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.

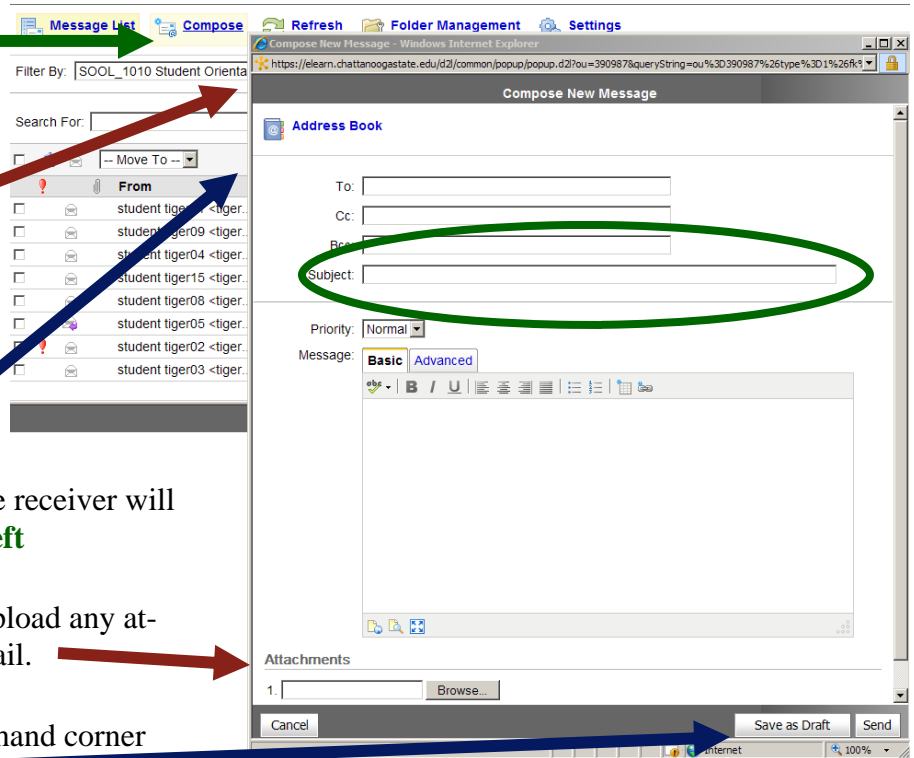
This will bring up the *Compose New Message* box.

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.

