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 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

- 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.
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 know 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.

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**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.