










## Using the eLearning Mail Tool

The eLearning **Mail Tool** allows you to send messages to anyone in the course you are currently accessing. To utilize the eLearning **Mail Tool**, follow the steps below.

### VIEWING YOUR MAIL

1. While logged into a course in eLearning, click the **Mail Tool**  **Mail** under **Course Tools**  **Course Tools** on the left side of the screen.
2. The **Mail Tool** will open to reveal the contents of your **Inbox**.
  - The **Subject** field of emails that you have not opened will appear in a bold font. Emails that you have already opened will not have a bold font. You can override the default bold setting by clicking the **Mark all as:**   buttons at the top.
    - Clicking **Mark all as: Read** will remove the bold attribute from all text in the **Subject** field.
    - Clicking **Mark all as: Unread** will apply the bold attribute to all text in the **Subject** field.
  - The Mail Tool will automatically check for incoming and outgoing mail every minute if you check the  **Auto-refresh** option near the top right of the screen. If you wish to force the **Mail Tool** to check for new mail traffic at any time, click the  button.
  - If you would like your **Inbox** to list only mail that has not been read, you can click the **Show: Unread** (  Unread ) button. You can reverse this action by clicking **Show: All** (  All ) followed by clicking the  button.
  - If you would like to print a copy of any or all of the listed messages, click the checkbox to the left of the email(s) you wish to print, then click the  button.
    - Select all items in your **Inbox** by clicking the checkbox next to the **Subject** heading at the top of the list of emails. 
  - If you would like to delete any or all of the listed emails, you can do so by clicking the checkbox to the left of the email(s) you wish to delete followed by clicking the  button.

### CREATING AND SENDING A NEW MESSAGE

1. While logged into a course in eLearning, click the **Mail Tool**  **Mail** under **Course Tools**  **Course Tools** on the left side of the screen.
2. When the **Mail Tool** opens, click the  button.

- Click the  button and check the boxes next to the individual(s) or role(s) you would like to receive the message.

When finished with your selections, click the  button. Note that you can also check the  **CC** (carbon copy) or  **BCC** (blind carbon copy) fields.

- Type a description of your message in the **Subject** line.

- Type the contents of your email in the **Message** section of the **Create Message** window.

- If you wish to add special formatting to your message, you can click the  button to access an HTML editor that closely resembles Microsoft Word or other word processors.
- You can also click the  Use HTML checkbox to enter HTML code directly into the body of your message.
- If you wish to add an attachment to your message, click the  button and navigate to the file you would like to attach.

Select Message Recipients

Select Roles		
<input type="checkbox"/> To	<input type="checkbox"/> CC	<input type="checkbox"/> BCC
<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

Select Individuals and Roles

Select Individuals and Roles		
<input type="checkbox"/> To	<input type="checkbox"/> CC	<input type="checkbox"/> BCC
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

- When you have finished with your message you can:

- Click  to mail your message to the recipient(s).
- Click  to preview how your message will appear to recipients.
- Click  to cancel your email.
- Click  to save your email to the Draft folder for editing and sending later.

## ORGANIZING YOUR MAIL

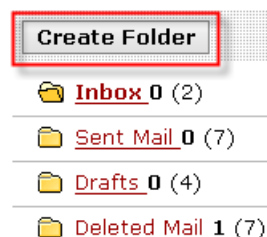
In order to keep your **Inbox** organized, you can create new folders and move or copy messages between folders.

### Deleting Messages

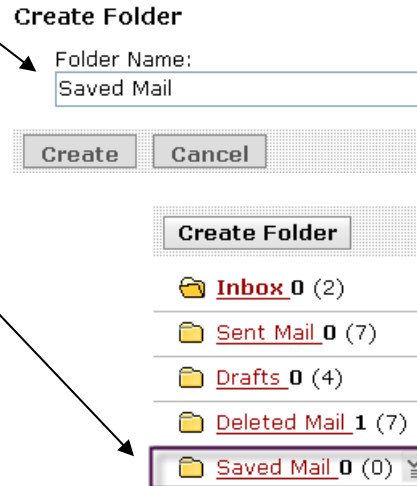
To delete mail from your **Inbox** or another folder in the **Mail Tool**, click the checkbox next to the message(s) you want to delete and click the  button at the bottom of the list of messages.

### Creating a New Folder

- To create a new folder in the **Mail Tool**, click the **Create Folder** button.



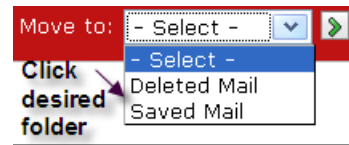
2. Type a name for the new folder in the **Folder Name** field and click the **Create** button. Your new folder will appear at the bottom of the list of existing folders.




### Moving and Copying Messages

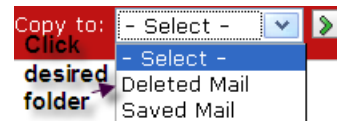
1. To move or copy mail from one folder to another, click the checkbox next to the message(s) you want to move or copy.


- a. To remove message(s) from the current location and move them to another folder, click the checkbox(es) next to the message(s) you want to move, and click the **Move To** dropdown arrow.



- b. Click the name of the folder you wish to move the messages to and click the  button to complete the action. Your message can now be found by clicking the name of the folder you moved it to.

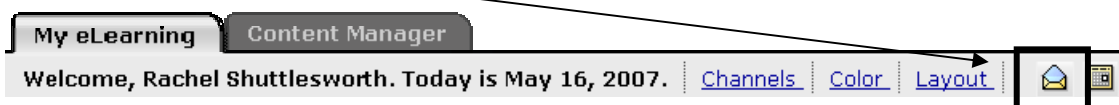
- c. To leave messages in the current location and make a copy in another folder, click the checkbox(es) next to the message(s) you want to copy, and click the **Copy To** dropdown arrow.



- d. Click the name of the folder you wish to copy the messages to and click the  button to complete the action. A copy of your message can now be found by clicking the name of the folder you copied it to.

### **CENTRALIZED ELEARNING MAIL**

My eLearning offers centralized access to **Mail** for all of your eLearning courses. To access **Mail**, navigate to the eLearning portal (the opening eLearning screen where the titles of all your courses are listed) and click on the envelope icon in the **My eLearning Toolbar**.






This opens a list of all of your eLearning course sections with information about the mail messages in each one.

**Note:** The Mail icon does not change if unread messages are in your mailbox.

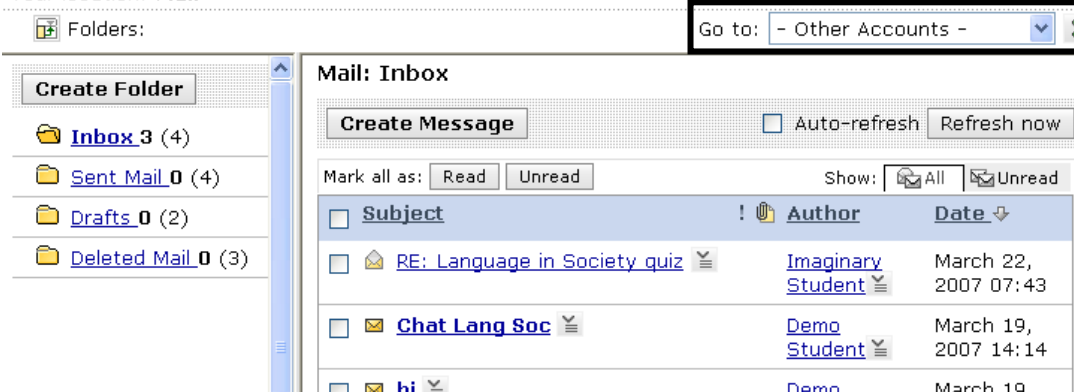
To view mail for a course section, click on the section name.

Your location: **Mail**

Name ↑	Messages	Unread
 <a href="#">_rshuttle05</a>	(0)	0
 <a href="#">Student Course</a>	(4)	3
 <a href="#">_test</a>	(5)	5

Within the mailbox for a course section, use the **Go To Other Accounts** menu to navigate between Course Section Mailboxes.

Your location: **Mail**



The screenshot shows the Mail interface with a 'Go to' dropdown menu highlighted, set to '- Other Accounts -'. The interface includes a 'Folders' list on the left, a 'Mail: Inbox' header, and a list of messages with columns for Subject, Author, and Date.

. To return to the eLearning portal after viewing Mail, click on the **My eLearning** Tab.

**NOTE:** Message forwarding to email addresses outside eLearning may be available in future updates. Currently, messages sent through eLearning cannot be forwarded outside the system.

For further opportunities to learn about eLearning,  
contact the eLearning Team  
at 348-ELEARN (3532) or [elearning@ua.edu](mailto:elearning@ua.edu)  
and visit the Faculty Resource Center at <http://frc.ua.edu>.

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