Tutorial for Instructors
Messages tool

- Send and receive messages to students and TAs
Instructions for using the **Message** tool

You can send private messages to an individual student.

- **How to use**
  1. Send and receive emails using **Messages tool** of NUCT
     (To prevent overlooking the messages, sending cc to Nagoya University Mail is recommended.)
Messages tool

- Contact an individual student privately
  - Send and receive messages to each participant
  - Send emails to all students and TAs

Features of Messages are displayed. You can click Permissions to regulate each role’s message composing permissions.

It is same as general email.
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Click **Compose Message** to send an email.

Select the member of the course that you wish to address. You can also address your message to multiple recipients by selecting a specific role.
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P.S. If you do not use "Send Cc", the recipient can only check the email with the "Message" tool. Please check "Send Cc" to avoid missing the messages.

Check **Send Cc** to send it to the Nagoya University Mail together.

Type the subject for your message.
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Type your message into the Message box.

Click the Preview button.
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Preview

Confirm the contents and click Send if it is OK.

Authored By: HUANG R.  (Mar 31, 2020 3:03 PM)
To: 山里 敬也先生の, テスト学生, (sent with copy to email address)
Subject: Test message
Label: Normal

Test message