# Tutorial for Instructors Messages tool

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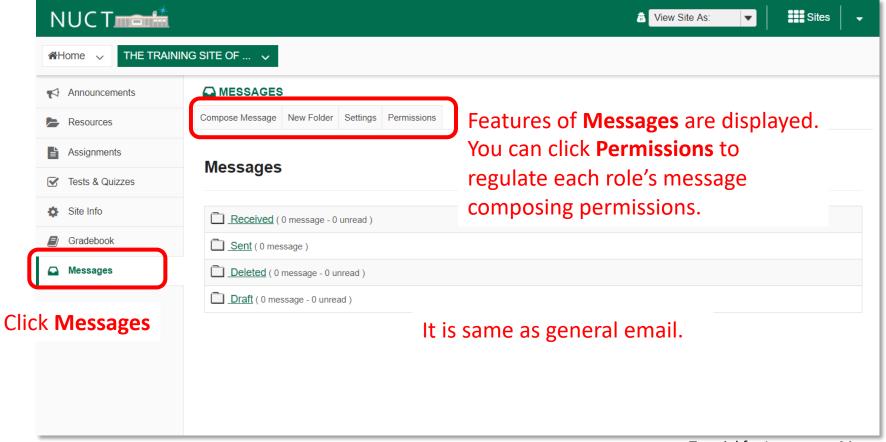
# Instructions for using the **Message** tool

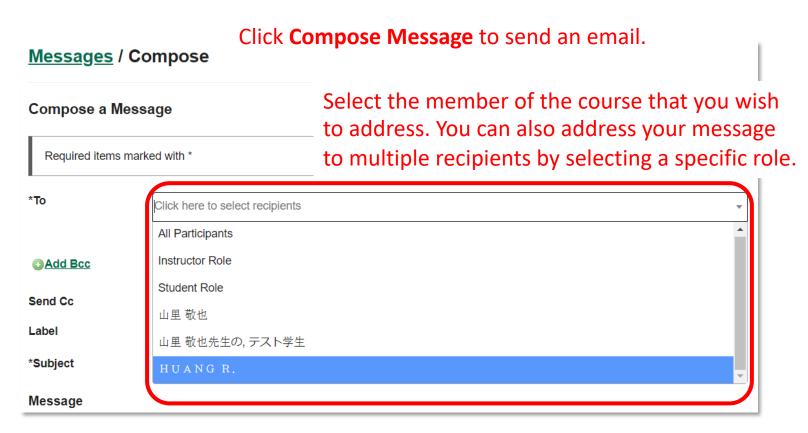> You can send private messages to an individual student.

- 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.)
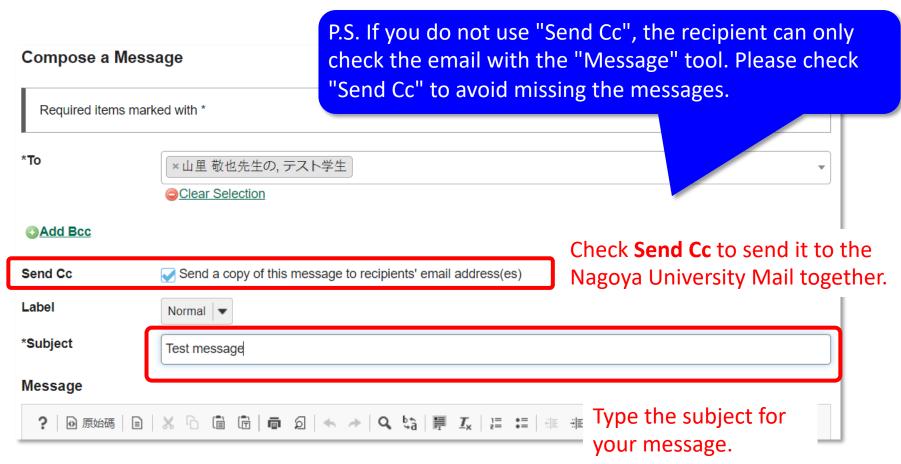
# **Messages** tool

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

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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.

**Messages / Compose**

**Compose a Message**

Required items marked with *

*To

[Click here to select recipients ▼]

All Participants

Instructor Role

Student Role

山里 敬也

山里 敬也先生の, テスト学生

H U A N G  R.

⊕Add Bcc

Send Cc

Label

*Subject

Message

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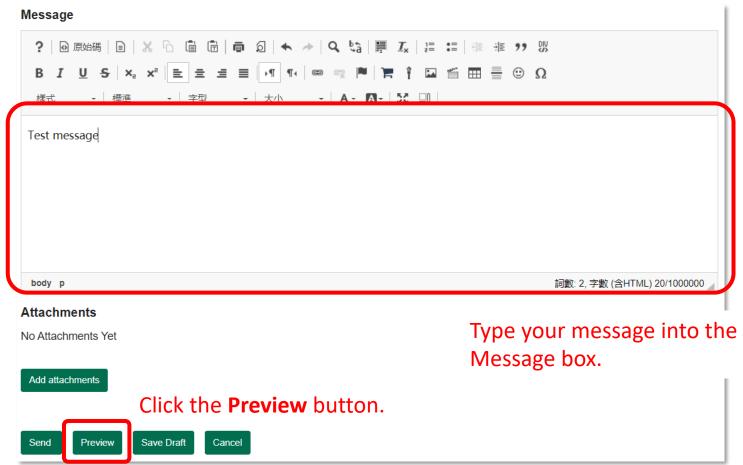P.S. If you do not use "Send Cc", the recipient can only check the email with the "Message" tool. Please check "Send Cc" to avoid missing the messages.

**Compose a Message**

Required items marked with *

**\*To**    ×山里 敬也先生の, テスト学生

⊖Clear Selection

⊕**Add Bcc**

**Send Cc**    ☑ Send a copy of this message to recipients' email address(es)

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

**Label**    Normal ▼

**\*Subject**    Test message

**Message**

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Type the subject for your message.

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**Message**

Test message

body p                                                          詞數: 2, 字數 (含HTML) 20/1000000

**Attachments**

No Attachments Yet

Type your message into the Message box.

Add attachments

Click the **Preview** button.

Send   Preview   Save Draft   Cancel

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