

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

NUCT

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MESSAGES

Compose Message New Folder Settings Permissions

Messages

Received (0 message - 0 unread)

Sent (0 message)

Deleted (0 message - 0 unread)

Draft (0 message - 0 unread)

Click **Messages**

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.

Messages / Compose

Compose a Message

Required items marked with *

*To

[+ Add Bcc](#)

Send Cc

Label

*Subject

Message

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

HUANG R.

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.

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)

Label

Normal ▼

*Subject

Test message

Message

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

Type the subject for your message.

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Message

Rich text editor toolbar with icons for undo, redo, bold, italic, underline, strikethrough, text color, background color, bulleted list, numbered list, link, unlink, insert link, insert image, insert video, insert table, insert quote, insert code, and more.

Test message

body p 詞數: 2, 字數 (含HTML) 20/1000000

Attachments

No Attachments Yet

Add attachments

Click the **Preview** button.

Send Preview Save Draft Cancel

Type your message into the Message box.

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Preview

Send

Back

Confirm the contents and click
Send if it is OK.



Authored By H U A N G 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

Send

Back