

Tutorial for Students

Messages tool



- **Send and receive messages to teachers and participants**

Messages tool

- Contact the participant privately
 - Send and receive messages to instructors and each participant
 - Send emails to all students and TAs

NUCT

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MESSAGES

Compose Message New Folder Settings

Messages

Received (0 message - 0 unread)

Sent (0 message)

Deleted (0 message - 0 unread)

Draft (0 message - 0 unread)

Features of **Messages** tool are displayed.

Click **Messages**

It is same as general email.

Messages tool: deliver messages

- Contact the participant privately
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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.

Messages tool: deliver messages

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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

[Clear Selection](#)

[Add Bcc](#)

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

Label

*Subject

Message

? 原始碼 文書 削除 複製 貼り付け 印刷 削除 戻る 進む 検索 変換 表 行 列 行 列 行 列

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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, 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



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

Confirm the contents and click **Send** if it is OK.