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

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 *

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.

*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

HUANG R.

Add Bcc

Send Cc

Label

*Subject

Message

Messages tool: deliver messages

- Contact the participant privately
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Compose a Message

Required items marked with *

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.

*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

Type the subject for your message.

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Messages tool: deliver messages

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

Type your message into the Message box.

Click the **Preview** button.

Messages tool: deliver messages

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Confirm the contents and click
Send if it is OK.