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.

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.

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

Type the subject for your message.
Messages tool: deliver messages

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Type your message into the Message box.

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