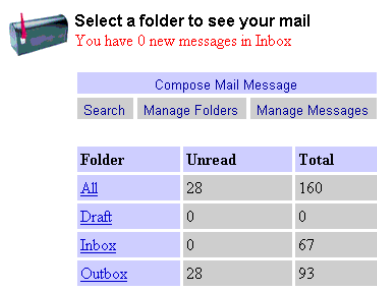
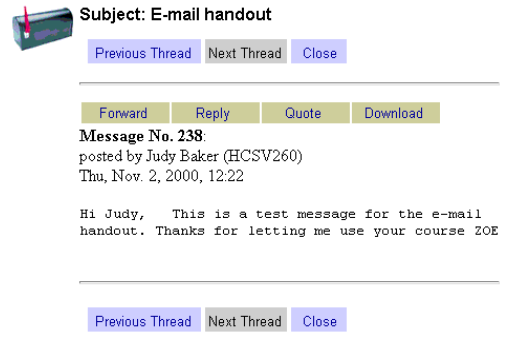


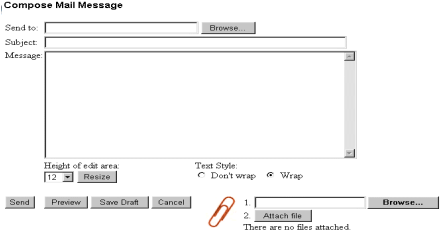
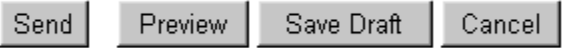

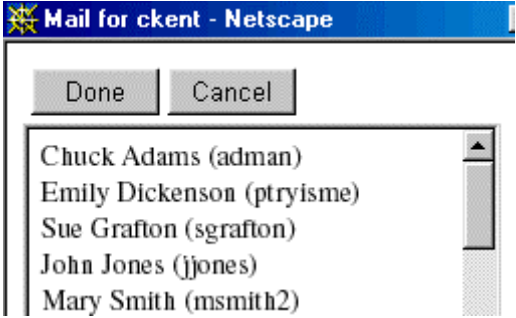
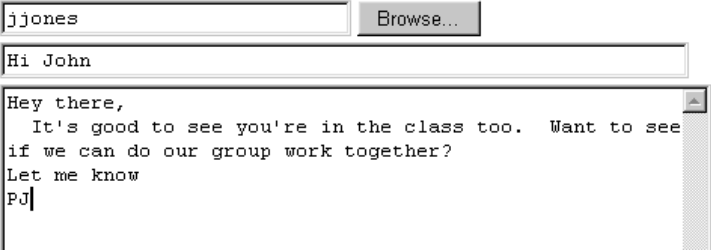


<p><b>E-Mail</b></p> <ul style="list-style-type: none"> <li>One of the communication features offered in WebCT is the e-mail tool.</li> <li><b>Please note:</b> This e-mail tool can only be used to contact people <b>IN YOUR WEBCT CLASS</b>. You cannot use this to e-mail anyone who is not part of your WebCT class.</li> </ul>	 <p>Select a folder to see your mail You have 0 new messages in Inbox</p> <p>Compose Mail Message</p> <p>Search Manage Folders Manage Messages</p> <table border="1"> <thead> <tr> <th>Folder</th> <th>Unread</th> <th>Total</th> </tr> </thead> <tbody> <tr> <td>All</td> <td>28</td> <td>160</td> </tr> <tr> <td>Draft</td> <td>0</td> <td>0</td> </tr> <tr> <td>Inbox</td> <td>0</td> <td>67</td> </tr> <tr> <td>Outbox</td> <td>28</td> <td>93</td> </tr> </tbody> </table>	Folder	Unread	Total	All	28	160	Draft	0	0	Inbox	0	67	Outbox	28	93			
Folder	Unread	Total																	
All	28	160																	
Draft	0	0																	
Inbox	0	67																	
Outbox	28	93																	
<p><b>Organizing Your Mail</b></p> <ul style="list-style-type: none"> <li>In the folder section of the e-mail screen you can see how many messages you have in each folder.</li> <li><b>Please note:</b> ALL lets you see ALL messages in every folder. <b>It is not a separate folder.</b></li> <li>To read a message, click on the “Inbox” folder. The Inbox is where all your new messages will come to automatically.</li> </ul>	<table border="1"> <thead> <tr> <th>Folder</th> <th>Unread</th> <th>Total</th> </tr> </thead> <tbody> <tr> <td>All</td> <td>4</td> <td>8</td> </tr> <tr> <td>Absence Excuses</td> <td>0</td> <td>0</td> </tr> <tr> <td>Draft</td> <td>2</td> <td>3</td> </tr> <tr> <td>Inbox</td> <td>1</td> <td>2</td> </tr> <tr> <td>Outbox</td> <td>1</td> <td>3</td> </tr> </tbody> </table>	Folder	Unread	Total	All	4	8	Absence Excuses	0	0	Draft	2	3	Inbox	1	2	Outbox	1	3
Folder	Unread	Total																	
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Outbox	1	3																	
<p><b>Reading Your Mail</b></p> <ul style="list-style-type: none"> <li>New messages appear with the word “NEW” next to them in red letters.</li> <li>To view a new message, click on the title of the message.</li> </ul>	<p><a href="#">lesson discussions and grades</a></p> <p><input type="checkbox"/> 233. <a href="#">Danielle Parry (41991)</a> (Wed, Nov. 1, 2000, 19:49)</p> <p><input type="checkbox"/> <a href="#">E-mail handout</a></p> <p><input type="checkbox"/> 238. <a href="#">Judy Baker (HCSV260)</a> (Thu, Nov. 2, 2000, 12:22) <b>NEW</b></p>																		
<p><b>Replying to a Message</b></p> <ul style="list-style-type: none"> <li>Once you’ve clicked on the title, the message will be displayed.</li> <li>You’ll notice this area comes with a separate set of menu items that will allow you to “Forward” the message, “Reply” to the message, or “Download” the message to your computer.</li> <li>The “Quote” button will put the text of the message into your reply. This allows you to “Quote” the message as part of your reply.</li> </ul>	 <p>Subject: E-mail handout</p> <p>Previous Thread Next Thread Close</p> <p>Forward Reply Quote Download</p> <p>Message No. 238: posted by Judy Baker (HCSV260) Thu, Nov. 2, 2000, 12:22</p> <p>Hi Judy, This is a test message for the e-mail handout. Thanks for letting me use your course ZOE</p> <p>Previous Thread Next Thread Close</p>																		

<p><b>Old Messages</b></p> <ul style="list-style-type: none"> <li>Once you've read a message, the word "NEW" will no longer appear next to that message.</li> </ul>	<p><u><a href="#">lesson discussions and grades</a></u></p> <p><input type="checkbox"/> 233. <a href="#">Danielle Parry (41991)</a> (Wed, Nov. 1, 2000, 19:49)</p> <p><u><a href="#">E-mail handout</a></u></p> <p><input type="checkbox"/> 238. <a href="#">Judy Baker (HCSV260)</a> (Thu, Nov. 2, 2000, 12:22)</p>
<p><b>Viewing Message List</b></p> <ul style="list-style-type: none"> <li>When a message has been read it will not show up on your mail screen unless you have the "Show All" button at the top of the page clicked.</li> <li>This makes keeping track of your messages easier.</li> </ul>	
<p><b>Compose Menu</b></p> <ul style="list-style-type: none"> <li>The top part of your e-mail screen is a section that allows you to compose messages, search for keywords within your messages, or manage your folders and messages.</li> </ul>	
<p><b>Composing a Message</b></p> <ul style="list-style-type: none"> <li>When you choose to compose a message, the dialogue box on the right will appear.</li> <li>In the subject area, type a few words so the reader knows what the message is about.</li> <li>The message area is where the text for your message will go.</li> </ul>	
<p><b>Sending and Saving Messages</b></p> <ul style="list-style-type: none"> <li>Notice at the bottom of the message dialogue box are the words Send, Preview, Save Draft, and Cancel.</li> <li>Clicking on the Send button will send your message.</li> <li>The Preview button will let you to see what the message looks like before you send it.</li> <li>Save Draft allows you to save a message you cannot, for whatever reason, complete at that time.</li> <li>Cancel will cancel the message dialogue box.</li> </ul>	

<p><b>Addressing Your Message</b></p> <ul style="list-style-type: none"> <li>Addressing an e-mail in WebCT is easy. You don't have to remember complicated e-mail addresses or usernames.</li> <li>To address a message in WebCT, click on the Browse button that can be found in the upper right hand side of the message dialogue box.</li> </ul>	
<ul style="list-style-type: none"> <li>Clicking on the browse button will open another box that has a list of everyone enrolled in that WebCT course.</li> </ul>	
<ul style="list-style-type: none"> <li>Click on the name of the person you want to send the message to. If you want to send the message to more than one person, hold down the Shift or the Ctrl key down and click on the names of the people you want to send the message to.</li> </ul>	
<p><b>Sending the Message</b></p> <ul style="list-style-type: none"> <li>After you have written and addressed the message, click on the send button at the bottom of the page to send your e-mail.</li> </ul>	