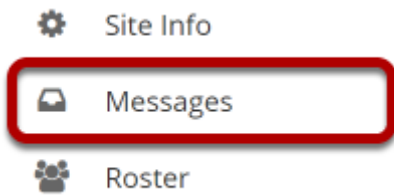


# How do I send a message?

## Go to Messages.



Select the **Messages** tool from the Tool Menu in your site.

## Click Compose Message.



Select **Compose Message** from the options at the top of the tool.

# Address your message.

## [Messages](#) / Compose

### Compose a Message

Required items marked with \*

\*To

+ Add Bcc

Send Cc

Label

\*Subject

--

Click here to select recipients

- All Participants
- Instructor Role
- Student Role
- Instructor, Demo (demoinstructor)
- Student 1, Demo (demostudent01)
- Student 2, Demo (demostudent02)

Click the **To** field to expand the course member list. Select the member of the course that you wish to address. You can repeat this step to address your message to multiple recipients.

*Tip: You can address a message to all members assigned to a specific role by selecting that role from the list. For example, you can send a message to all instructors by selecting "Instructor Role."*

## Add Bcc. (Optional)

+ Add Bcc

Bcc

✖ Remove Bcc

Send Cc

Label

\*Subject

Message

Click here to select recipients

- All Participants
- Instructor Role
- Student Role
- Instructor, Demo (demoinstructor)
- Student 1, Demo (demostudent01)
- Student 2, Demo (demostudent02)

If you would like to blind copy recipients on the message, click the **Add Bcc** link to expand this option, and then click in the Bcc address field to select recipients from the list of site participants.

*Tip: The Bcc option allows you to send a message to multiple people without the recipients being able to see the other people addressed in the message. Faculty often use this option when emailing groups of students about grade-related issues in order to protect the students' privacy and FERPA rights.*

## Send Cc. (Optional)

Send Cc

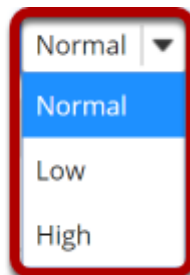


Send a copy of this message to recipients' email address(es)

If you would like to send a copy the recipient's external email address, check the box for **Send a copy of this message to recipients' email address(es)**.

## Apply a label.

Label



Normal ▼  
Normal  
Low  
High

You may apply a label from the drop-down menu to indicate the priority of your message. The default label is **Normal**. You may change it to **Low** or **High** if desired.

## Enter a subject.

\*Subject

Question about due date

Click the **Subject** field. Type the subject for your message.

## Enter a message.

### Message

Dear Professor,  
Is Assignment 1 due at 5pm or midnight on the 25th?  
Thank you!

body p Words: 15, Characters (with HTML): 114/1000000

Type your message into the Message box.

*Tip: There are a variety of tools within the [Rich Text Editor](#) to help you format your message. Other features include adding images, video, and emoticons.*

## Add an attachment. (Optional)

### Attachments

No Attachments Yet

[Add attachments](#)

If you would like to attach a file to your message, click the **Add attachments** button to browse for and select your file.

## Send the message.



Select **Send** to send your message.

*Tip: You can also select **Preview** to preview a finished version of your message, **Save Draft** to save the message as a draft that you can revisit later, or **Cancel** to cancel and delete the message.*