







WHY WOULD YOU USE THIS FEATURE?

The Send Email feature allows you to send email through your UTC email account. You will not receive this email **WITHIN** UTC Online. You should check your UTC email account often through your Mocsnet account.

1. Click on the Communication or Email button (you may have one of these or both of these, depending on how your instructor has set up the course)(Also, the buttons may not appear in the same order as these within your course). If you click Communication proceed to step 2, if you click the Email button proceed to step 3

2. If you clicked the Communication button, then you have to click **Send Email** on the next screen

Bb Communications

-  [Announcements](#)
-  [Collaboration](#)
-  [Discussion Board](#)
-  [Group Pages](#)
-  [Messages](#)
Messages
-  [Send Email](#)
Send email.



- Choose the recipient(s) you wish to email by clicking on the writing in blue



Send Email

- ▶ [All Users](#)
- ▶ [All Groups](#)
- ▶ [All Student Users](#)
- ▶ [All Teaching Assistant Users](#)
- ▶ [All Instructor Users](#)
- ▶ [Select Users](#)
- ▶ [Select Groups](#)

OK

- The directions on the next screen will differ depending on who(m) you chose to send an email to. The "All Users" option is shown below. For all choices you will need to fill in the Subject box, type in your message, and attach any files you may wish to send.



All Users

1 Email Information

* To This is automatically filled out and will include names of the people in your course.

From Your UTC Email Address will be displayed here.

Subject

Message

Enter your message here.

A copy of this email will be sent to the sender.

Attachments [Attach a file](#) If you want to attach a file, click on this link. Browse for the file as you would normally.

2 Submit

Click **Submit** to finish. Click **Cancel** to quit.

* Required Field

Cancel

Submit

- Once you have completed all fields, click Submit to send your email.

