

La Trobe University

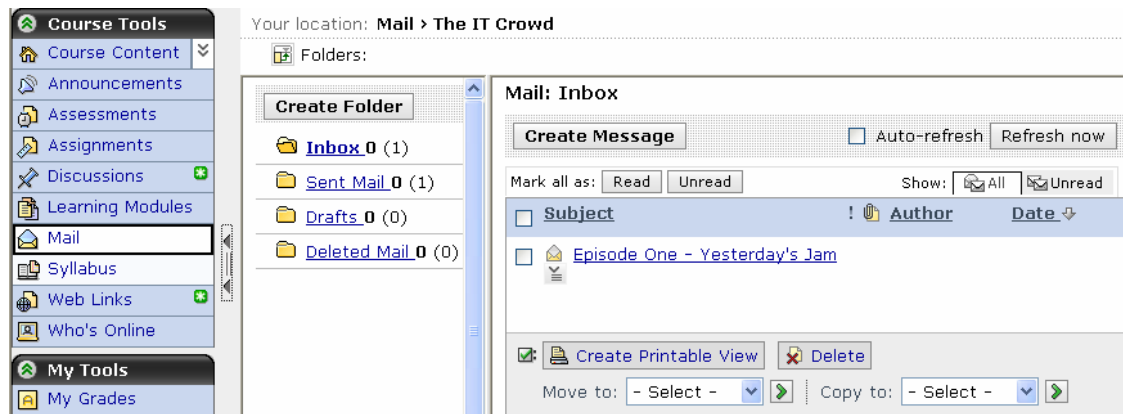
**Learning Management System
LMS/WebCT
Guide for Students**

MAIL

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Online Teaching Support Unit
Website: <http://webct/latrobe.edu.au>

Mail

If the Mail tool is being used in your unit, a link to it appears under Course Tools. If there are new mail messages, a small green icon will appear next to the link.



Mail allows you to communicate with your Lecturers, Tutors and other students through written correspondence in text or HTML format and by using file attachments.

Mail can be used to exchange messages with anyone in your units but it cannot be used to exchange messages over the Internet. This ensures that you do not receive undesired or irrelevant messages from external sources and contributes to the stability of the messaging system by limiting exposure to viruses.

With **Mail** messages you can:

- With **Mail** messages you can:
- read messages.
- reply to messages.
- forward messages.
- create and send messages.
- create and save messages as drafts.
- edit draft messages.
- preview messages.
- navigate multiple pages of messages.
- sort messages
- copy and move messages.
- create a printable view of messages.

To forward copies of all incoming messages to an external e-mail address specified in your profile, go to the **My Tool Options** tab in **My Settings**. The **My Settings** link is available from the black menu bar at the top of the screen, unless you are working in a unit, in which case you must return to the **MyWebCT** screen to see the link.

To **Create a Mail Message**, select Create Message.

The screenshot shows the 'Create Message' interface. At the top left is the title 'Create Message' and a 'Help' link at the top right. Below the title is a 'Browse for Recipients...' button. The form includes several input fields: '*To:', 'CC:', 'BCC:', and '*Subject:'. The '*Message:' field is a large text area with a vertical scrollbar. To the right of the message field is a 'High priority' checkbox and an 'Enable HTML Creator' button. Below the message field is a 'Use HTML' checkbox, an 'Insert equation:' dropdown menu set to 'New', and a green arrow button. At the bottom left is an 'Attachments:' label with an 'Add Attachments' button. At the very bottom are four buttons: 'Send', 'Preview', 'Cancel', and 'Save as Draft'.

Choose **Browse for Recipients** to see a complete list of all participants in your unit. This includes Lecturers, Tutors and Students.

Enter a subject in the **Subject** field, then enter your message. Note that you can add file attachments. Select **Add Attachments**. The **Content Browser** will open and you can browse to **My Computer** to select one or more files.

Note: If the **My Computer** doesn't appear, you will need to install a more recent version of Java – <http://www.java.com>

LA TROBE UNIVERSITY
LEARNING MANAGEMENT SYSTEM LMS/WEBCT

With **Mail** folders you can:

- show and hide folders.
- open folders.
- create folders.
- rename folders.
- delete folders.