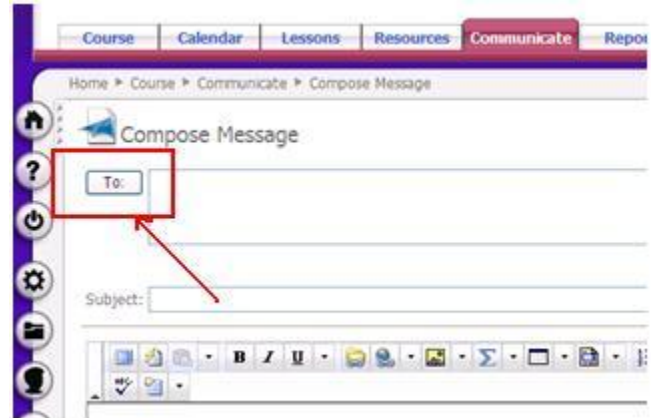
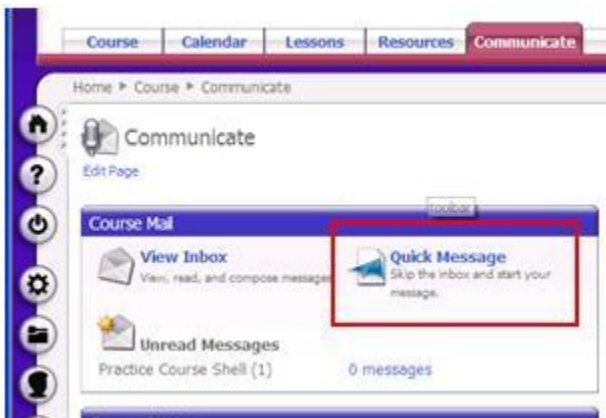


Using ANGEL Course Mail

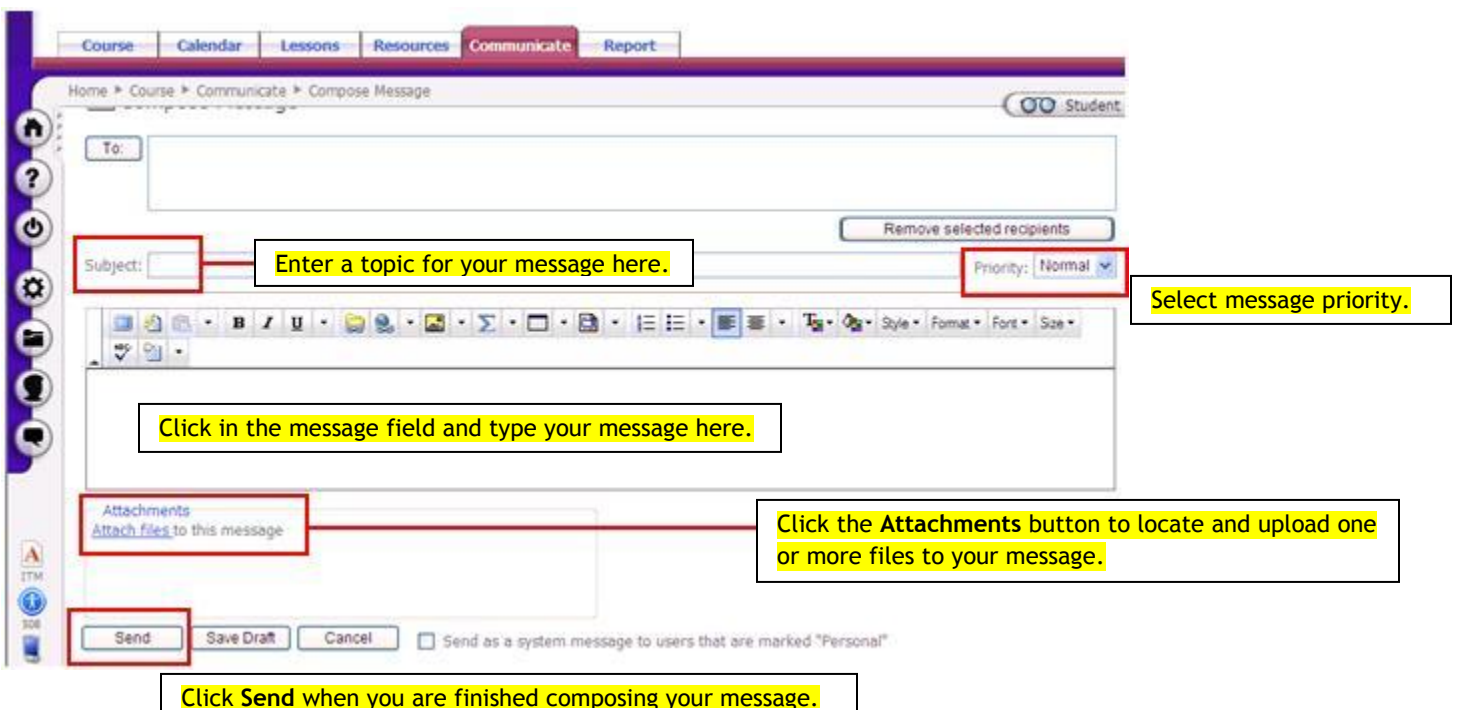
ANGEL Course Mail allows you to correspond with your instructor and other students. Some features of Course Mail are the ability to send attachments with a mail message, forward your mail messages to a personal email account, and see who has and has not read a message.

SENDING COURSE MAIL

1. You can access Course Mail on your Personal Home page or by clicking the **Communicate** tab. Click the **Quick Message** link to open the Compose Message window. Click the **To:** button to select who is to receive the mail message.

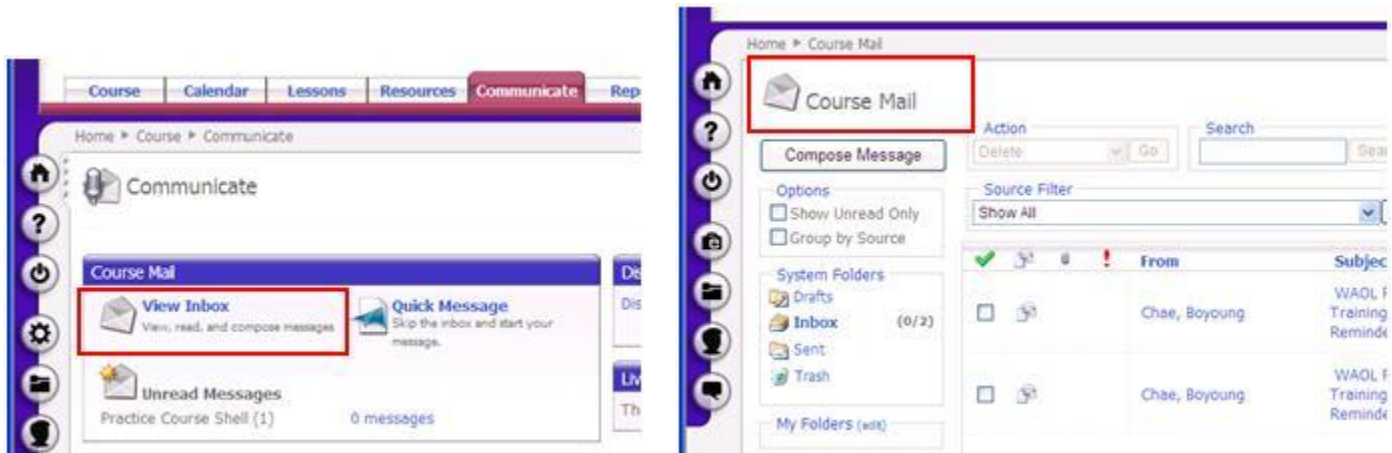


2. Select a recipient for your mail message by clicking the person's name in the left pane of the window. Click the **To** button to add the name to the list of recipients. Repeat to add additional message recipients or press and hold the **Control** key on your keyboard (or the Apple key on a Mac) to select multiple recipients. You may also send mail messages to students in other courses you are enrolled in by selecting a different course name from the **Source** drop down menu.
3. When you are done compiling your list of recipients, click **OK**.

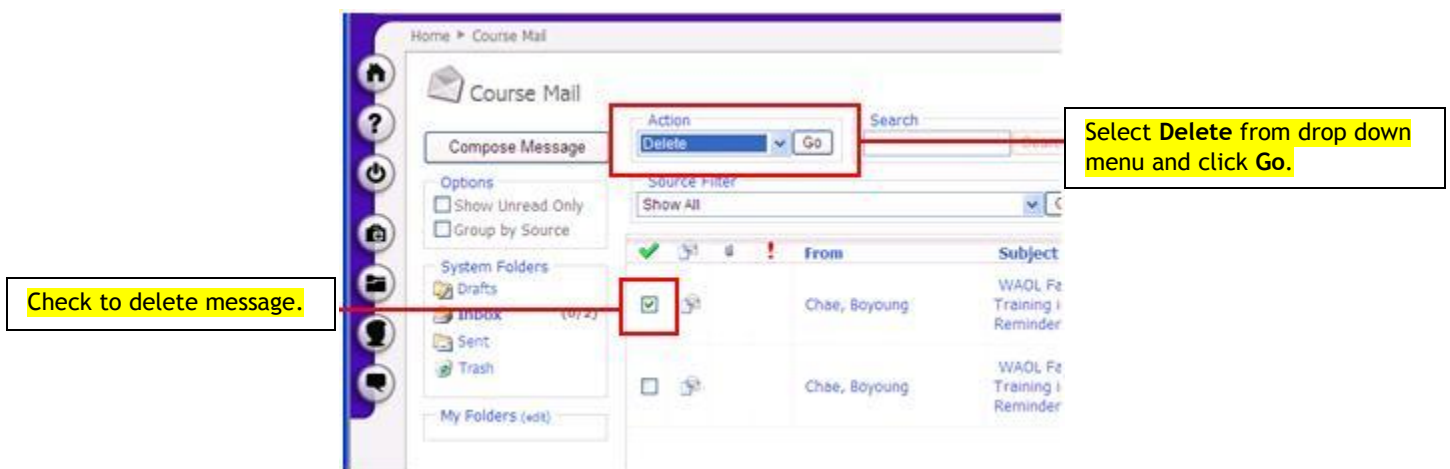


READING COURSE MAIL

1. To read a mail message, click the **Communicate** tab. In the Course Mail section, click the **View Inbox** link and your Course Mail inbox appears.
2. To open and read a message, click the sender's name or the message subject line.



3. To delete a message, select the checkbox to the left of the message line. Click the **Action** drop down menu, select **Delete**, then click the **Go** button.




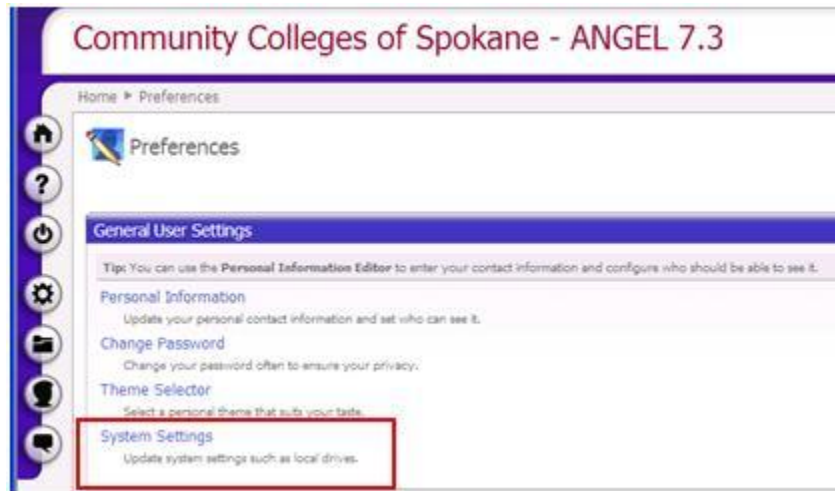
Course mail messages have the following attributes:

Symbol	Description
Bold	New and unread messages.
Non-bold	Message that has been opened.
Paperclip icon	Appears to the left of the sender's name if the message has an attachment.
Red exclamation point	Indicates message's importance

FORWARDING COURSE MAIL

You can configure ANGEL so that your course mail is automatically forwarded to another Internet email account. However, this is a global setting so if you choose to have your course mail forwarded, ANGEL will forward all course mail messages received in all courses and groups in which you are enrolled. To forward your ANGEL course mail:

1. Click the **Preferences**  icon in the Power Strip on your Personal Home page.
2. Click the **System Settings** link.



3. Scroll down to the **Mail Settings** area and type the full email address where you want your ANGEL course mail sent in the **Forwarding Address** field.
4. Select your choice for **Forwarding Mode** from the drop down menu and click the **Save** button.

