Setting Mail Privileges Within a Course

The default privileges in ANGEL Mail allow all users full access to email anyone within the course. However, the instructor can limit these privileges.

SETTING MAIL PRIVILEGES

1. On the Communicate tab, hover your cursor in the Course Mail nugget toolbar until the Pencil icon appears. Click and open the Course Mail Settings. This page allows you to designate the user rights for each option.

2. The default is for everyone to have each option. To select a different level, use the drop down menu next to each option.

Send Internet E-mail: Those who have this right will have the option to select whether a copy should go to the recipient’s Internet email account when composing a message.

Note: While mail messages within ANGEL can be sent to a user’s Internet email address, no email messages from a user’s Internet email can be sent back into ANGEL mail.

Send to All Faculty/Leaders: Permits users can send mail to anyone with Course Editor rights within a course.

Send to All Student/Members: Permits users to send mail to anyone with Student rights within a course.

Send to Teams: Permits users to send mail to a Team, which would include all members of that team.

Send to Individuals: Permits users to send mail to any individual, including all students and faculty.

Reply to All: Permits users to use the “Reply to All” option when replying to a mail message.

In Message options: Checking Send a Copy to Each Recipient’s Internet Email will automatically send a copy of every mail message sent within the course to the recipient’s Internet email account.