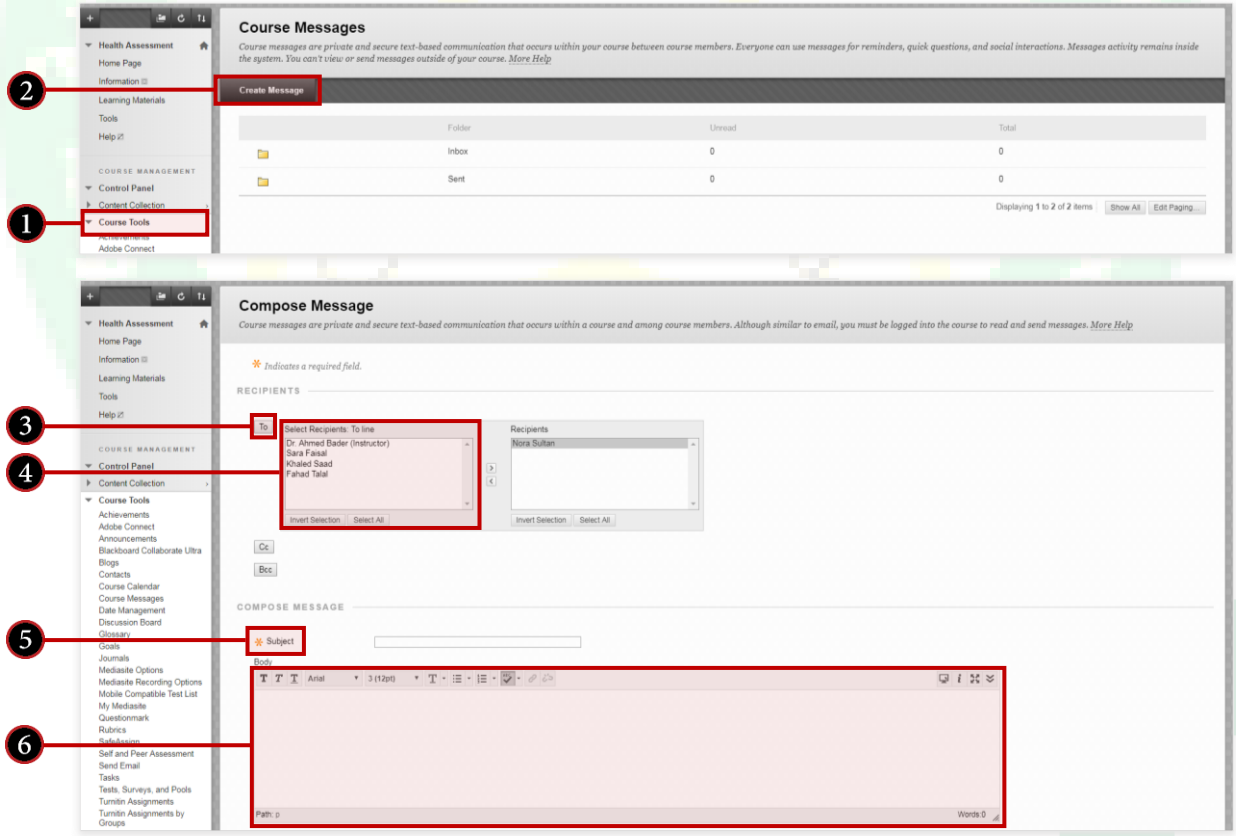
Guide Reference:	ET-AWN-214	Version 1

Sending a Course Message

How to Send a Course Message:

1. To send a message, you can start by doing either of the following:
   a. On the **Course Menu**, click the **Tools** link. On the Tools page choose > **Course Messages**.
   b. On the **Control Panel**, expand the **Course Tools** > **Course Messages**.
2. On the Messages page, click **Create Message** on the action bar.
3. On the Compose Message page, select **To** and a list of course members will appear.
4. In the **Select Recipients** box, select the recipients and click the **right-pointing arrow** to move them to the Recipients box. You can use the Cc (Carbon Copy), and Bcc (Blind Carbon Copy) functions to send the message. If you use Bcc, recipients will not be able to see who is included in the email list.
5. Type the **Subject**.
6. Type a **message** in the Body. You can use the text editor functions to format the text and include files, images, web links, multimedia and mashups.
7. Select **Submit**.