

Student Emails

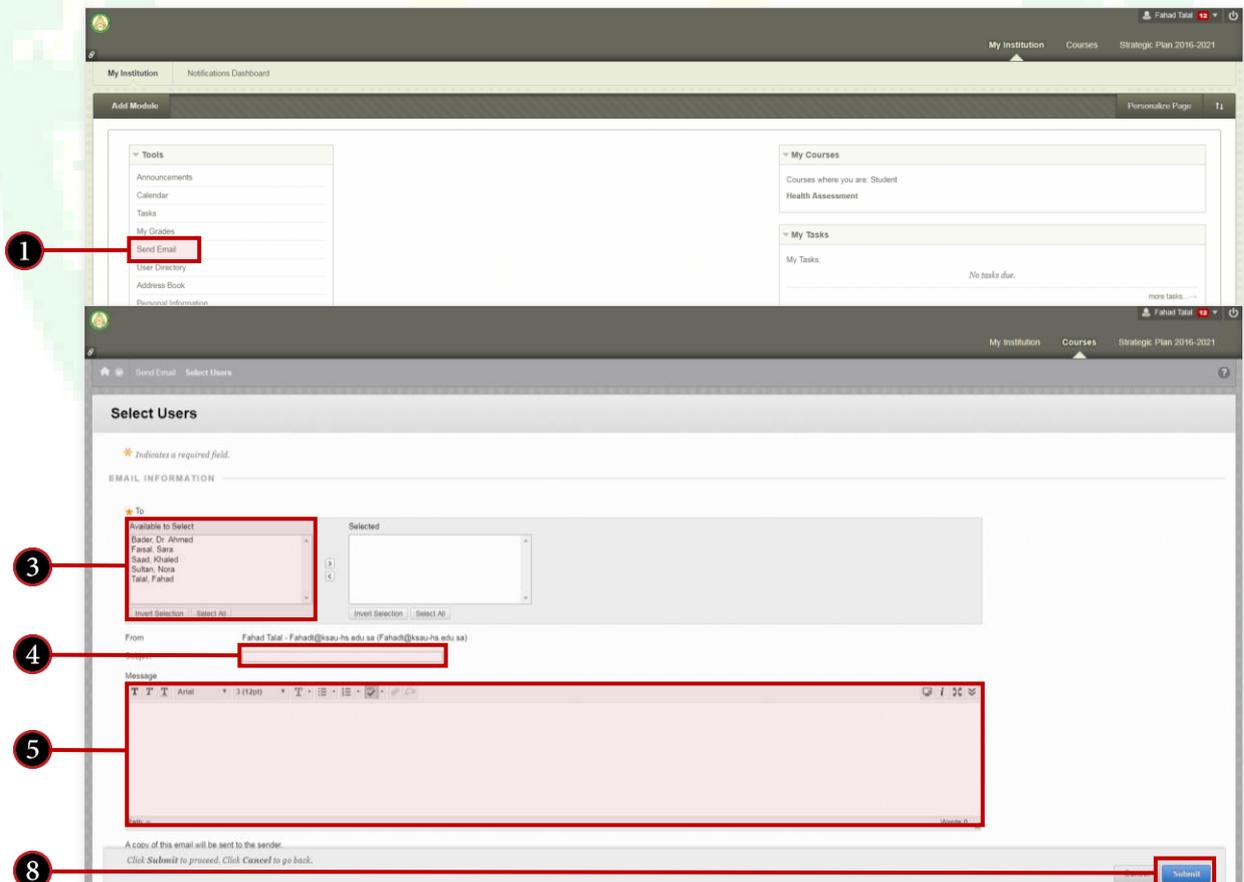
How to Send an Email:

1. Click the **Send Email** button from the left toolbar.
2. On the Send Email page, click on one of the **options** listed to send the email.
3. For the Single/Select Users or Single/Select Groups, select the recipients in the **Available to Select** box and click the right-pointing arrow to move them into the **Selected** box. A back arrow is available to move a user out of the recipient list.

Tip:

- To select multiple users in a list, press the SHIFT key and click the first and last users.
- You can also use the Select All function to send an email to all users.

4. Type your **Subject** (required).
5. Type a **Message**.
6. Select the **Return Receipt** box to send a copy of the message to the sender (recommended).
7. Optionally, click **Attach a file** to browse for a file from your computer.
8. Click **Submit**.



The screenshot shows the 'Send Email' interface in a web application. It is divided into two main sections: 'Tools' and 'Send Email'.

Tools Section: A sidebar on the left contains various tools. A red box labeled '1' highlights the 'Send Email' button.

Send Email Section: The main area is titled 'Send Email - Select Users'. It contains the following elements:

- EMAIL INFORMATION:** A section with a 'To' field. A red box labeled '3' highlights the 'Available to Select' list, which contains the names: Basir, Dr. Ahmed, Faisal, Sara, Saad, Khales, Sultan, Nora, and Taha, Fahad. Below this list are 'Invert Selection' and 'Select All' buttons.
- Selected:** An empty list on the right with 'Invert Selection' and 'Select All' buttons below it.
- From:** A field containing 'Fahad Taha - Fahad@ksau-ksu.edu.sa / Fahad@ksau-ksu.edu.sa'. A red box labeled '4' highlights this field.
- Message:** A large text area for composing the email. A red box labeled '5' highlights this area.
- Footer:** A note at the bottom states 'A copy of this email will be sent to the sender. Click Submit to proceed. Click Cancel to go back.' A red box labeled '8' highlights the 'Submit' button.