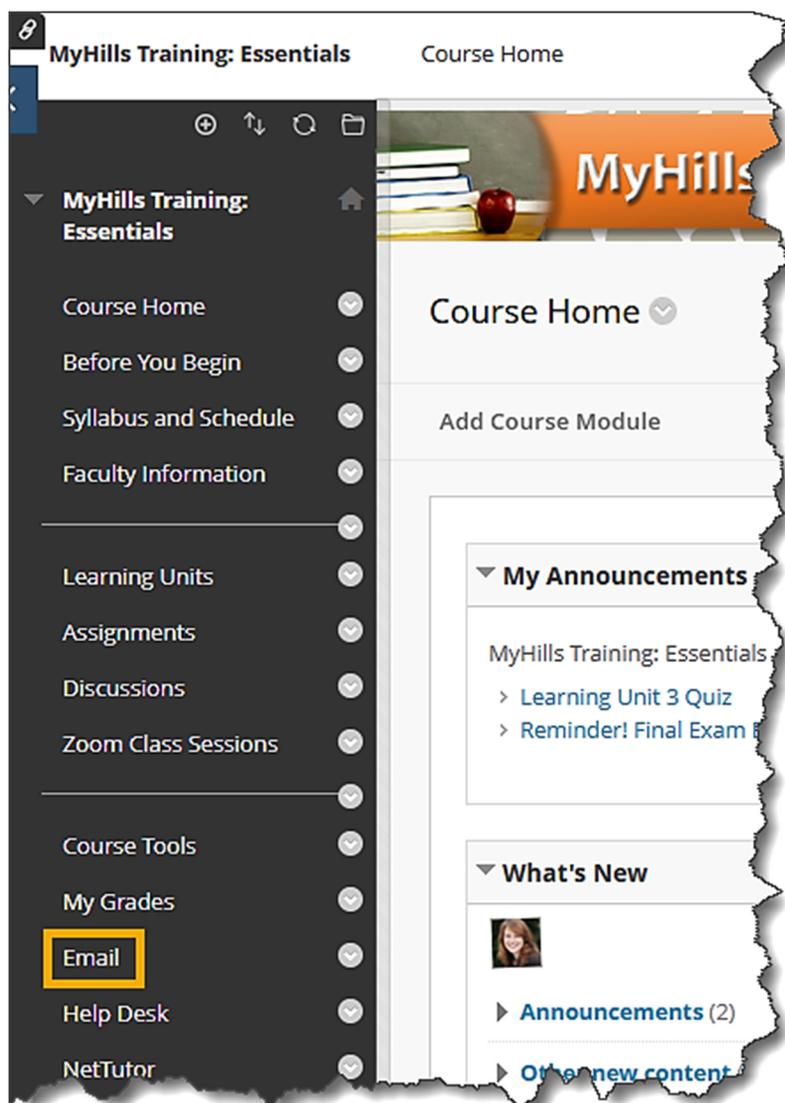


Faculty Tutorial: Create and Send Email

Purpose: To show faculty how to create and send email. Email sent from within a course in MyHills will go directly to student or instructor Indian Hills email accounts. A copy of the email will **not** remain within MyHills. To view email sent to you using MyHills, you must log into your Indian Hills email account and view your email inbox. The subject of the email will be the title of the course, followed by a colon and the subject of the email typed by the sender in MyHills. The only email addresses that will appear on the email are the sender's address and the recipient's address. **Email is the recommended form of communication in MyHills.**

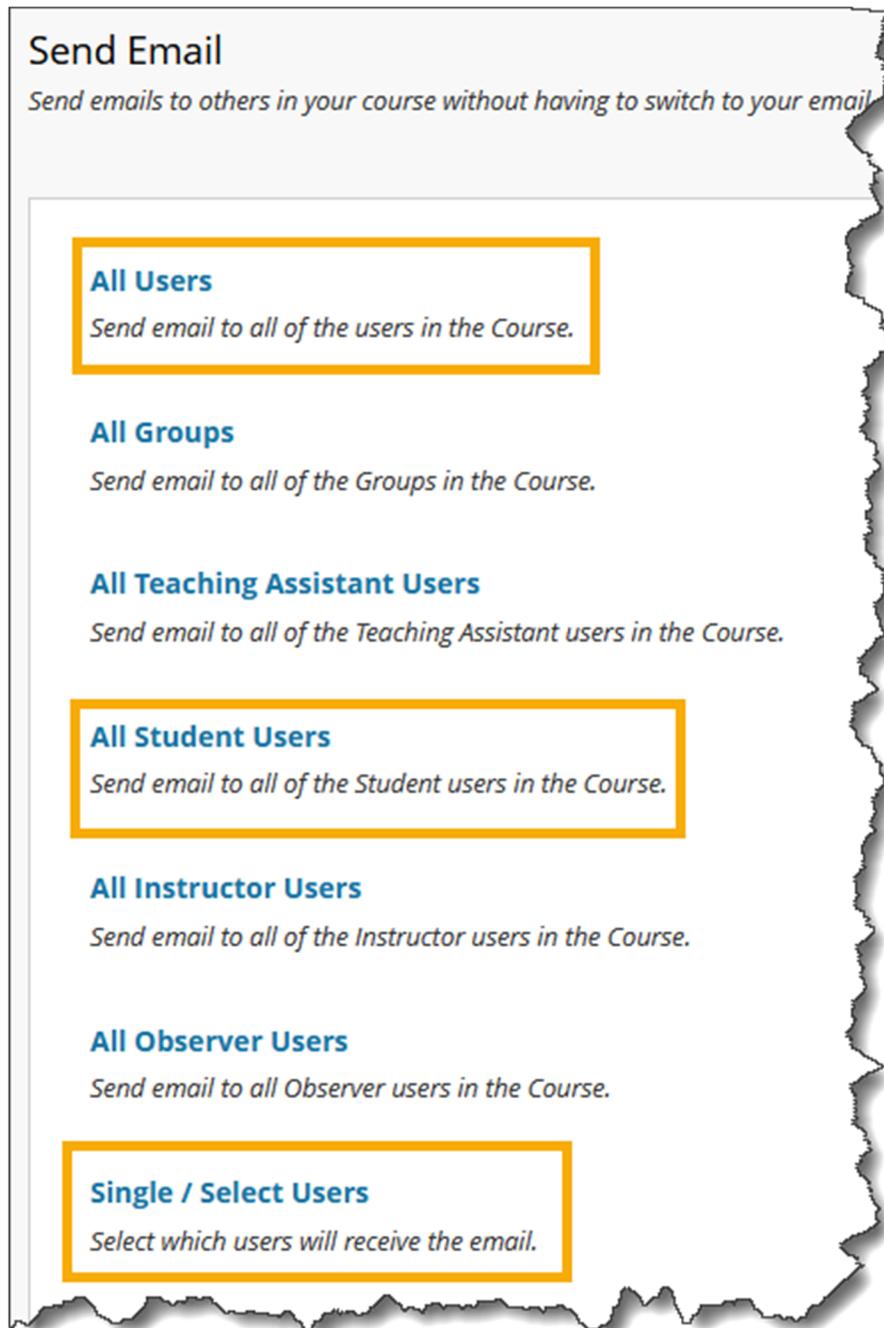
From within a course, click “**Email**,” which is located in the “Course Menu.”



The "Send Email" page will open.

Select the type of email recipient from the list on the "Send Email" page. The most common options are highlighted below. In this tutorial, the steps for "Single/Select Users" are shown.

Note: "All Teaching Assistant Users," "All Observer Users," and "Single/Select Observer users" will not work because Indian Hills does not categorize any user as a "Teaching Assistant" or "Observer."

A screenshot of the "Send Email" page in a learning management system. The page has a light gray header with the title "Send Email" and a subtitle "Send emails to others in your course without having to switch to your email". Below the header, there is a list of seven email recipient options, each with a blue title and a gray description. The first, third, and seventh options are enclosed in orange rectangular boxes. The options are: "All Users" (Send email to all of the users in the Course.), "All Groups" (Send email to all of the Groups in the Course.), "All Teaching Assistant Users" (Send email to all of the Teaching Assistant users in the Course.), "All Student Users" (Send email to all of the Student users in the Course.), "All Instructor Users" (Send email to all of the Instructor users in the Course.), "All Observer Users" (Send email to all Observer users in the Course.), and "Single / Select Users" (Select which users will receive the email.).

Send Email
Send emails to others in your course without having to switch to your email

All Users
Send email to all of the users in the Course.

All Groups
Send email to all of the Groups in the Course.

All Teaching Assistant Users
Send email to all of the Teaching Assistant users in the Course.

All Student Users
Send email to all of the Student users in the Course.

All Instructor Users
Send email to all of the Instructor users in the Course.

All Observer Users
Send email to all Observer users in the Course.

Single / Select Users
Select which users will receive the email.

On the “Single/Select Users” page, under “Email Information,” click the name(s) of the student(s) (which will highlight them) to which you would like to send email. Hold down the Control (Ctrl) key on your keyboard as you click, to select more than one name.

Select Users

* Indicates a required field.

EMAIL INFORMATION

* To

Available to Select Selected

Dent, Stuart

Mentor, Jordan

Invert Selection Select All Invert Selection Select All

From @indianhills.edu

Subject

Then, click the right-facing arrow.

Note: If you would like to send the email to everyone in the “Available to Select” box, click the “Select All” button located below the “Available to Select” box.

The names you selected should now appear in the “Selected” box.

If you would like to remove a name from the “Selected” box, click the name you would like to remove (which will highlight it). Then, click the left-facing arrow.

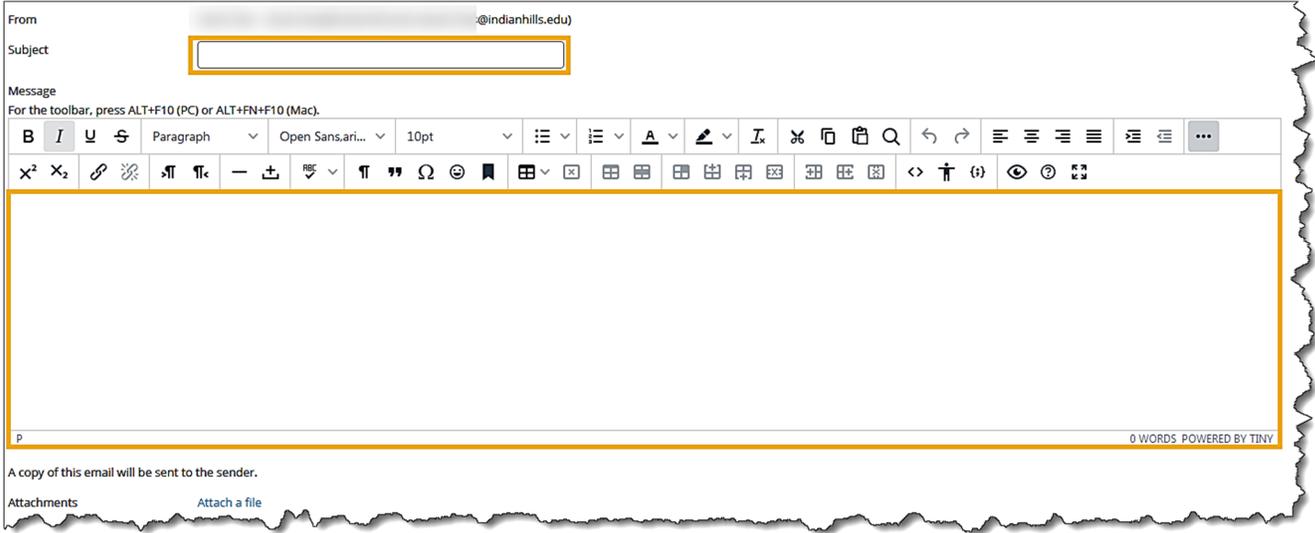
* To

Available to Select Selected

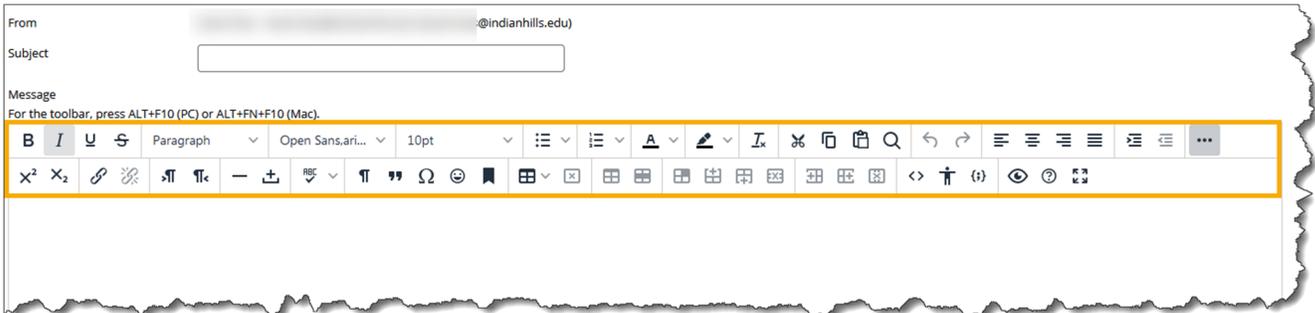
Dent, Stuart

Invert Selection Select All Invert Selection Select All

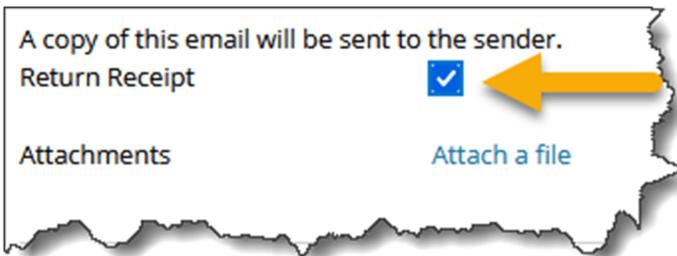
Next, type the title of your email in the “Subject” box.
Then, type your email in the “Message” box.



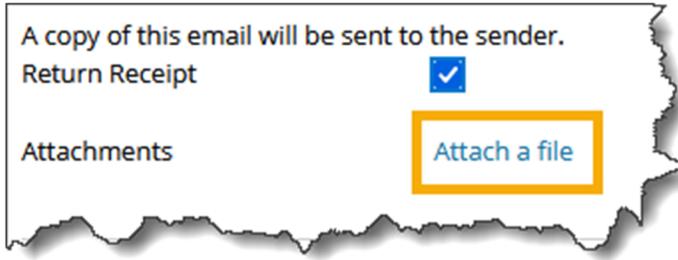
You may edit your message using the WYSIWYG (what you see is what you get) editor, above the text box. You may change the font, add images, create a bulleted or numbered list, use spell check, etc. Hover your cursor over a button to view its function.



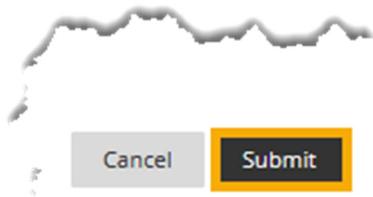
Best Practice: A copy of the email will be sent to the sender. If you would like that email to include the list of recipients, for your future reference, check the box next to “Return Receipt.”



If you would like to send a file with the email, click “**Attach a file.**” Then, locate and select the file you would like to attach from your computer.



Once you are ready to send your email, click “**Submit.**”



Congratulations! You now know how to create and send email!

Office of Online Learning

Looking for more computer tutorials? Please visit: www.indianhills.edu/tutorials.

For further assistance on this topic or other technical issues, please contact the **IT Help Desk**
Phone: (641) 683-5333 | **Email:** helpdesk@indianhills.edu | **Web:** www.indianhills.edu/helpdesk