

Computer Tutorial:

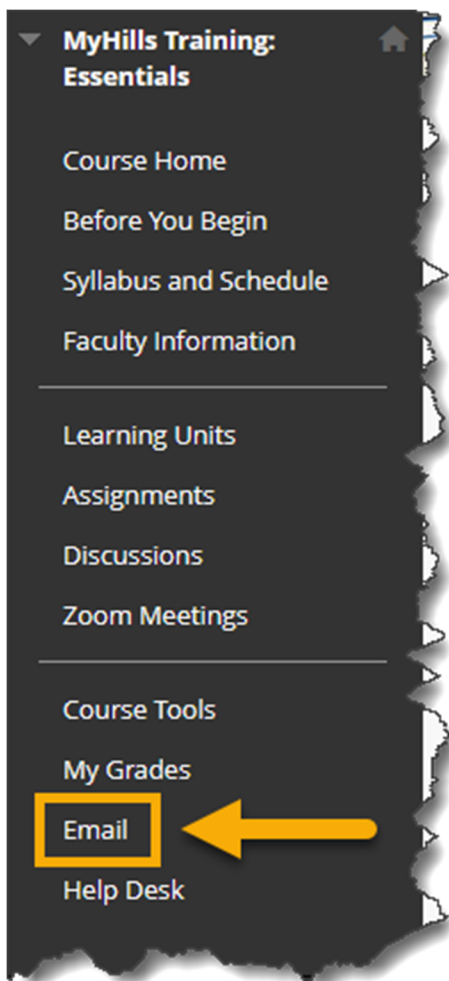
Create and Send Email from within MyHills

Purpose: To show students how to create and send email using MyHills.

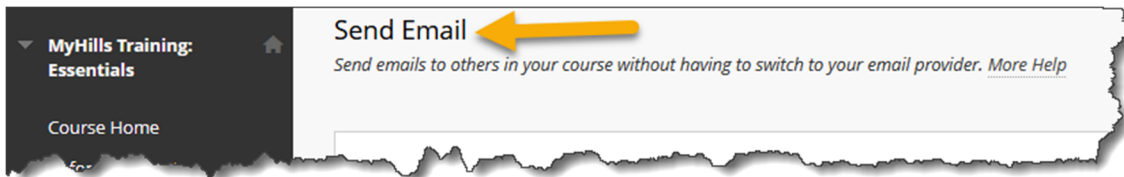
Email sent from within a course in MyHills will go directly to student or instructor Indian Hills email accounts. A copy of the email will **not** remain within MyHills. To view email sent to you using MyHills, you must log into your Indian Hills student email account and view your email inbox. The subject line 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.

From within a course, click "**Email**," which is located toward the bottom of the black "Course Menu."

Note: You may also access email by clicking "Course Tools," and then clicking "Send Email."

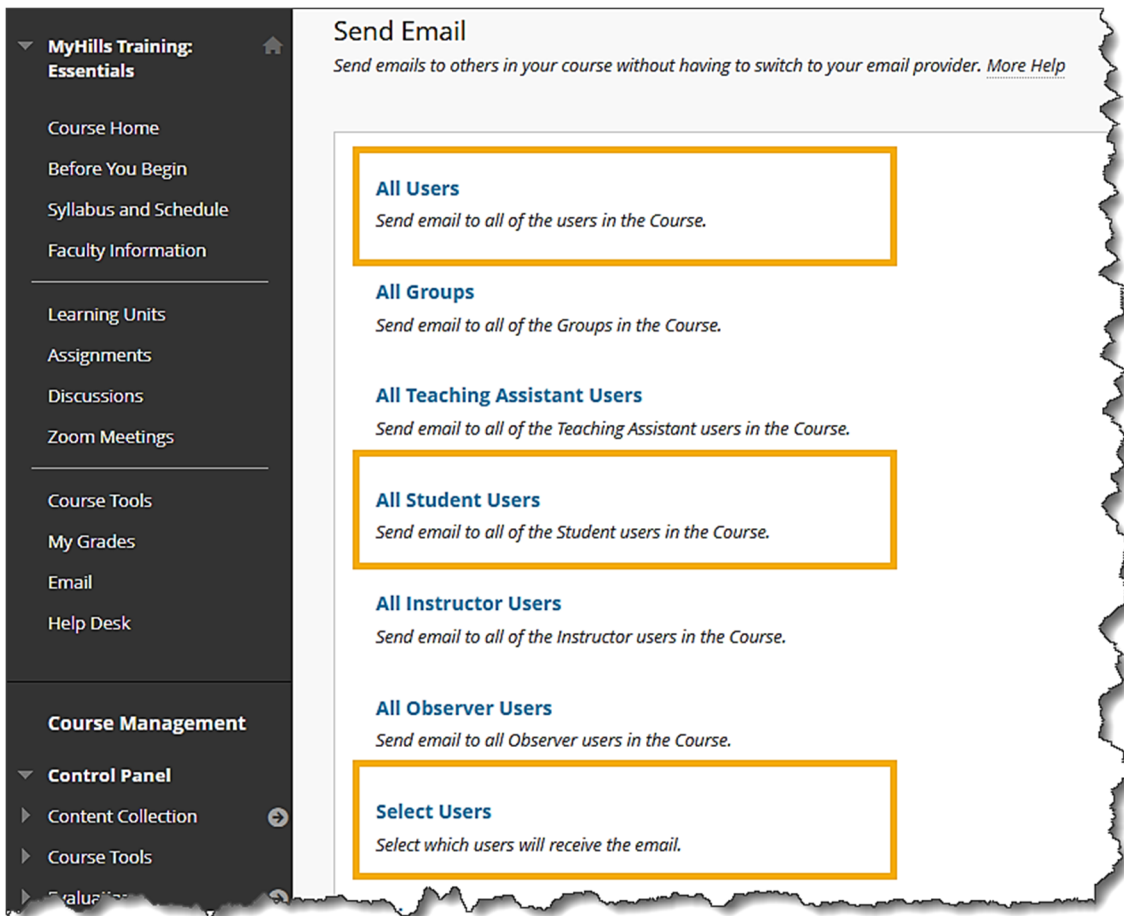


The "Send Email" page will open.



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 "Select Users" are shown.

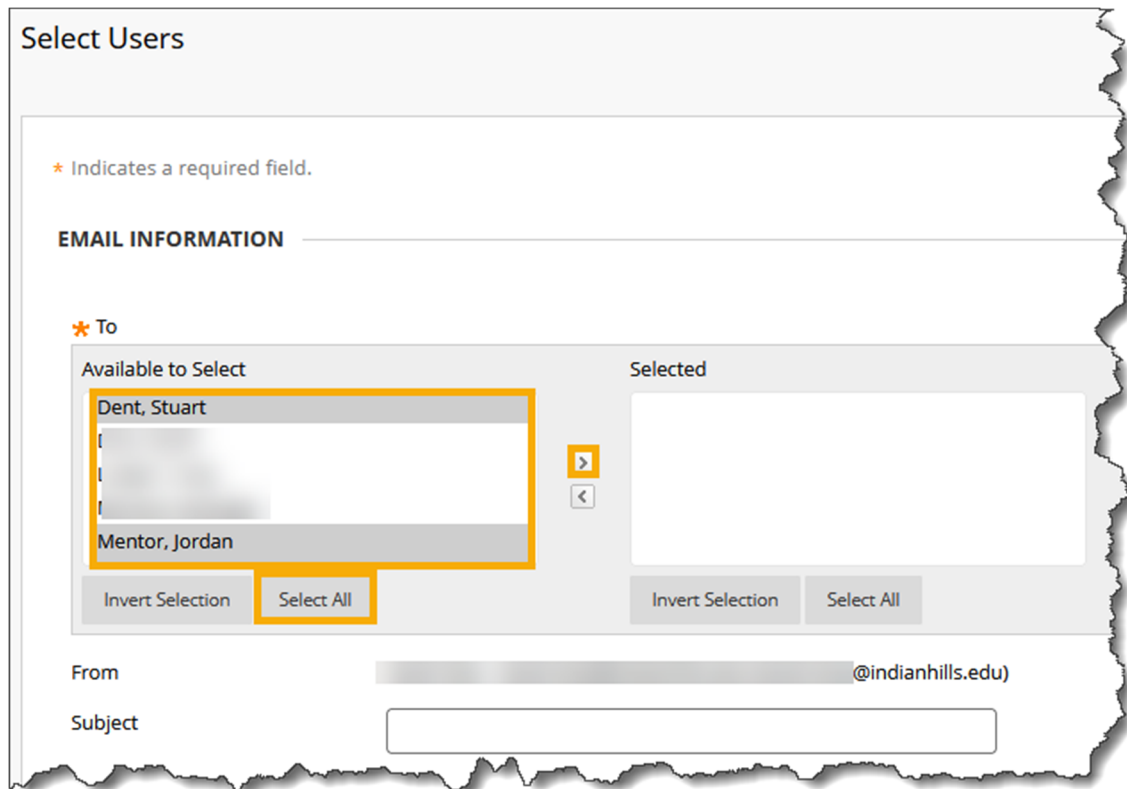
Note: "All Teaching Assistant Users" will not work because Indian Hills does not categorize any user as a "Teaching Assistant."



On the “Select Users” page, under “Email Information,” click the name(s) of the instructor(s) and/or 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.

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.

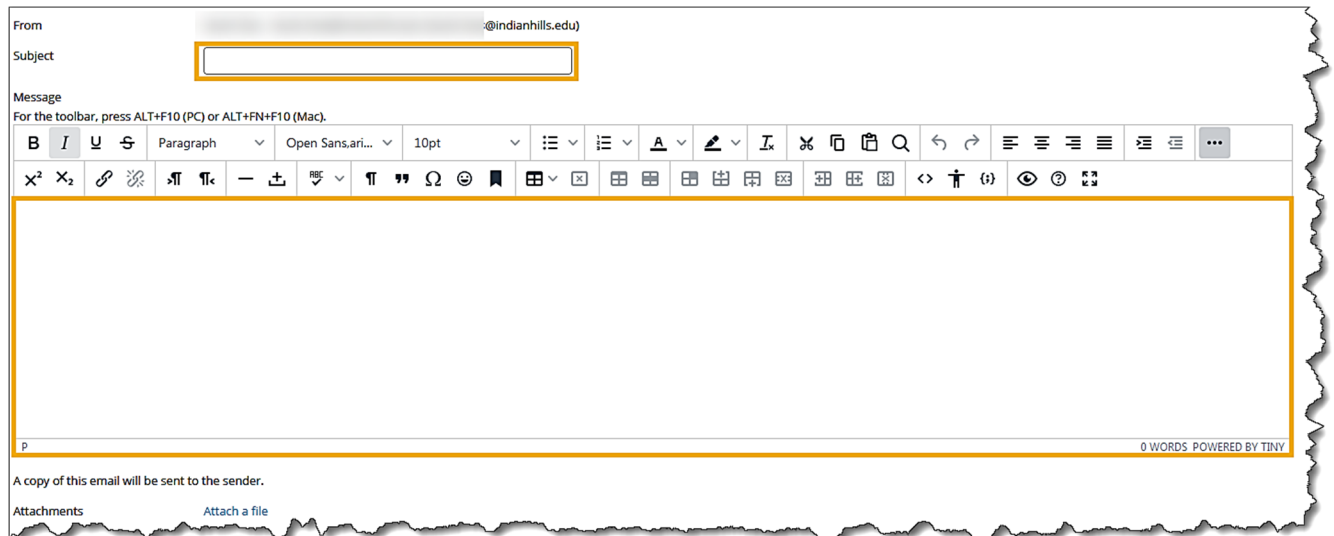


The screenshot shows a web interface titled "Select Users". At the top, there is a note: "* Indicates a required field." Below this is the "EMAIL INFORMATION" section. Under "EMAIL INFORMATION", there is a "To" field. This field is divided into two panes: "Available to Select" and "Selected". The "Available to Select" pane contains two entries: "Dent, Stuart" and "Mentor, Jordan". The "Selected" pane is currently empty. Between the two panes are two arrows: a right-pointing arrow and a left-pointing arrow. Below the "Available to Select" pane are two buttons: "Invert Selection" and "Select All". Below the "Selected" pane are two buttons: "Invert Selection" and "Select All". The "Select All" button under the "Available to Select" pane is highlighted with an orange border. Below the "To" field, there is a "From" field with a dropdown menu showing "@indianhills.edu" and a "Subject" field with an empty text input box.

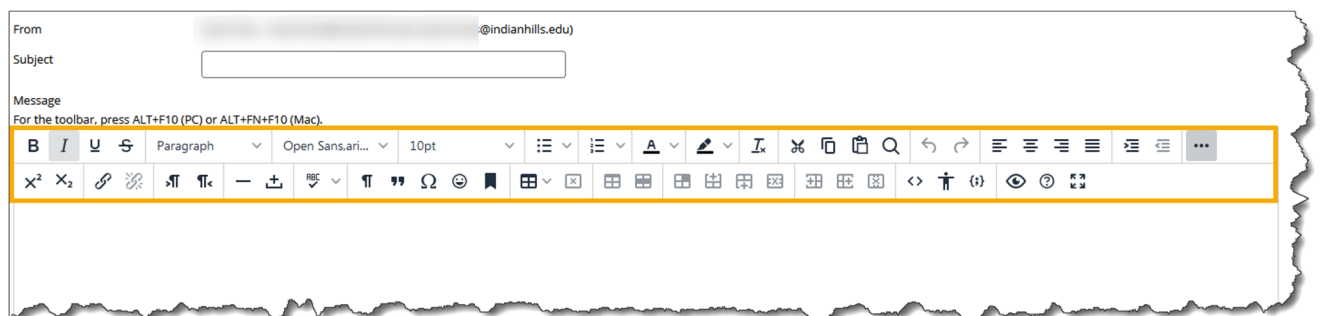
The name(s) you selected should now appear in the “Selected” box.

Note: You do not need to select yourself, as a copy of the email will be sent to your Indian Hills email account automatically.

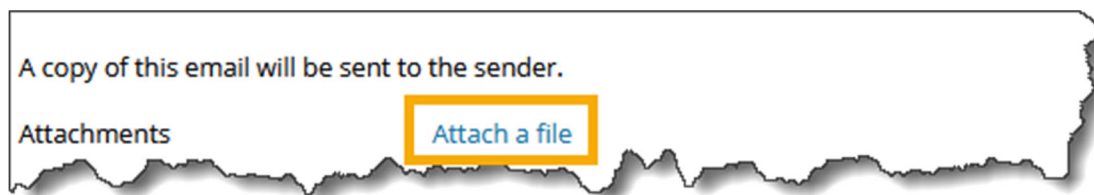
Next, type the title of your email in the “Subject” box.
Then, type your email in the “Message” box.



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.



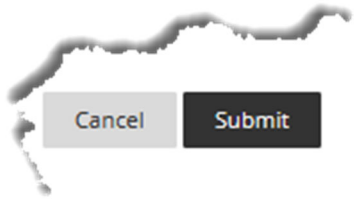
If you would like to send a file with the email, click “**Attach a file.**”



Then, click “**Browse.**” Locate and select the file you would like to attach from your computer.

Click “**Attach Another File**” to attach an additional file.

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



Congratulations! You now know how to send email through MyHills!

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*