Computer Tutorial:

Create and Send Course Messages within MyHills

Purpose: To show students how to access, create, and send "Course Messages."

Note: Email is the recommended form of communication in MyHills. However, in some courses, instructors may choose to use "Course Messages" instead of email.

From within a course in MyHills, click the "**Course Messages**" link located toward the bottom of the **blue** "Course Menu."

Note: You may also access "Course Messages" by clicking "Course Tools," and then selecting "Course Messages."

The "Course Messages" page will open.

Click "**Create Message**" to create a new course message.

The "Compose Message" page will open.

Under "Recipients," click the "**To**" button.

Compose Message

Course Messages are private and secure text-based communication that occurs within a Course and among Course members. Although similar to email, users must be logged into the Course to read and send Messages. More Help

✱ *Indicates a required field.*

Cancel   **Submit**

1. **Recipients**

    To

    Cc

    Bcc

In the box that appears, click the name(s) of the instructor(s) and/or student(s) (which will highlight them) to which you would like to send the message. Hold down the Control (Ctrl) key on your keyboard as you click, to select more than one name.

1. **Recipients**

To   Select Recipients: To line   Recipients

Irene Adler
Sam Beckett
Myka Bering
Walter Bishop
Kensi Blye
Leroy Brown
Ferris Bueller
Sheldon Cooper
Stuart Dent
Anthony DiNozzo
Claudia Donovan
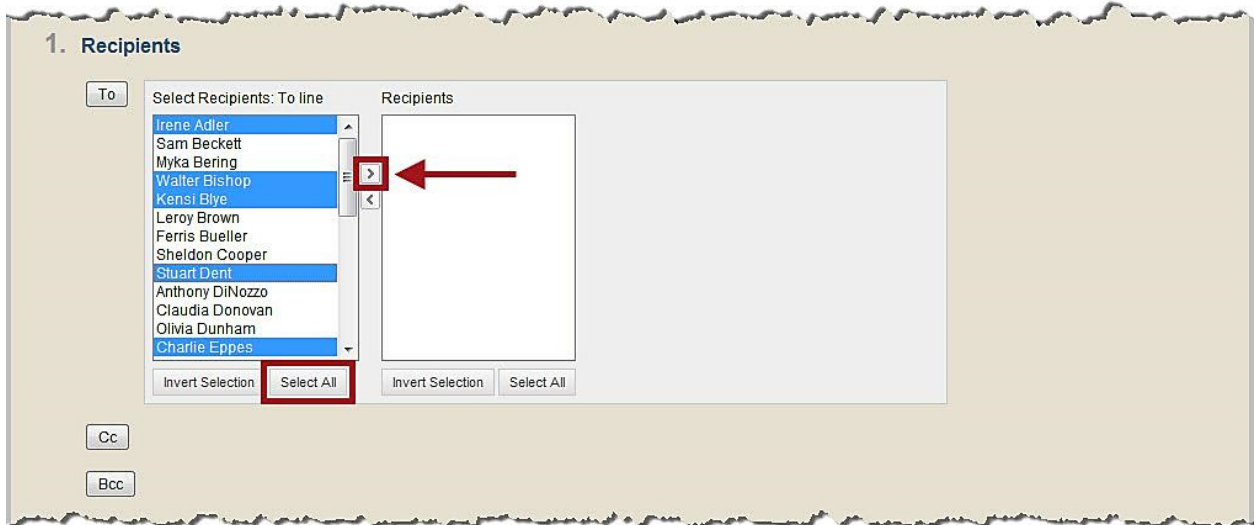Olivia Dunham
Charlie Eppes

Invert Selection   Select All   Invert Selection   Select All

Cc

Bcc

Then, click the right-facing arrow.

Note: If you would like to send the message to everyone in the "Available to Select" box, click the "Select All" button located below the "Select Recipients" box.

The names you selected should now appear in the "Recipients" box.

If you would like to remove a name from the "Recipients" box, click the name you would like to remove (which will highlight it). Then, click the left-facing arrow. Again, you may use the control key on your keyboard to select more than one name.
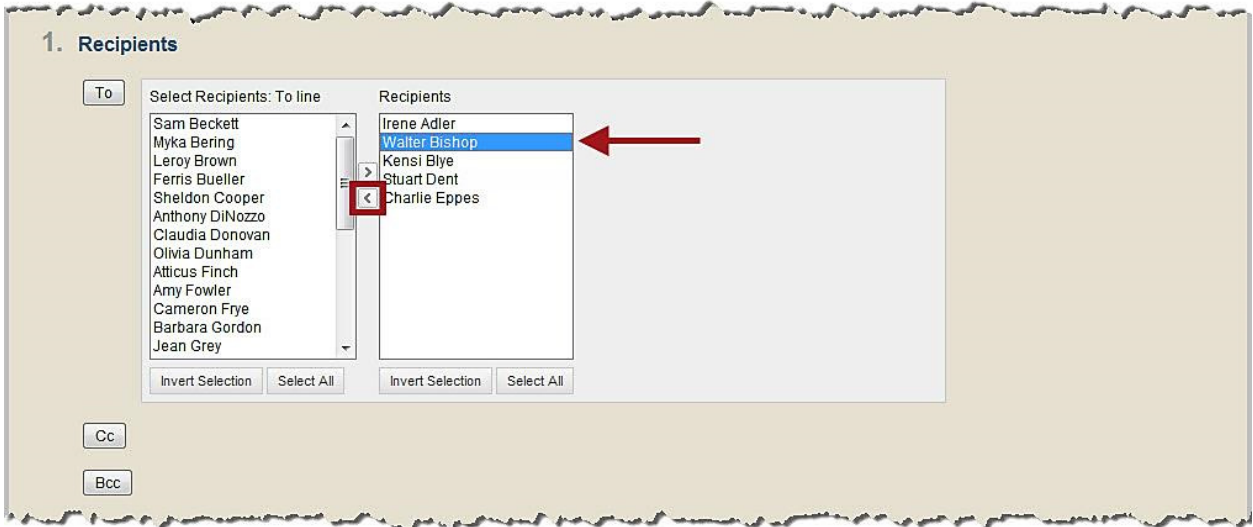
You may also "Cc" (carbon copy) or "Bcc" (blind carbon copy) students and/or you instructor by clicking the appropriate button. A "Select Recipients" box will open once the button is clicked. Follow the steps given above for selecting recipients.
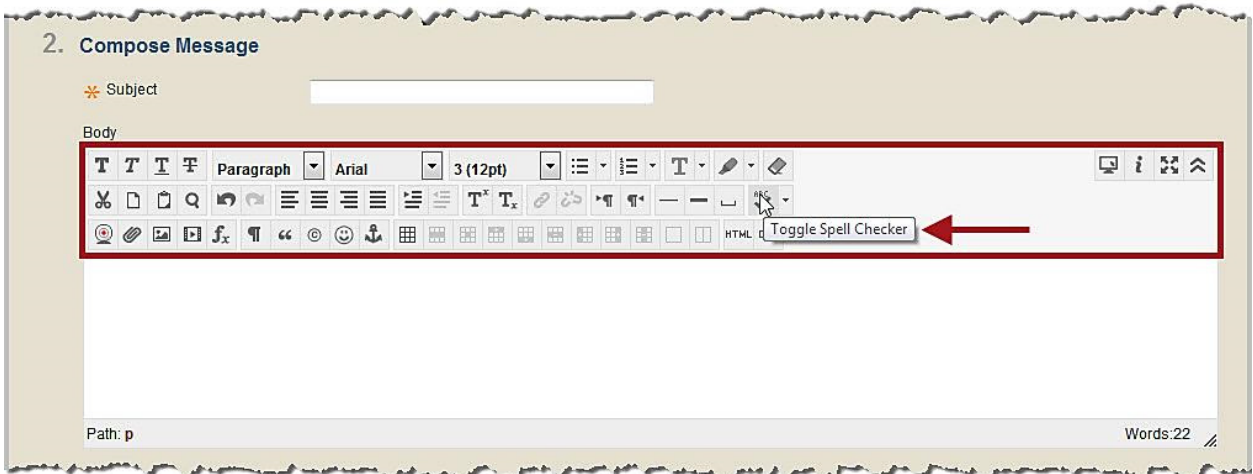
Next, type the title of the message in the "Subject" box.
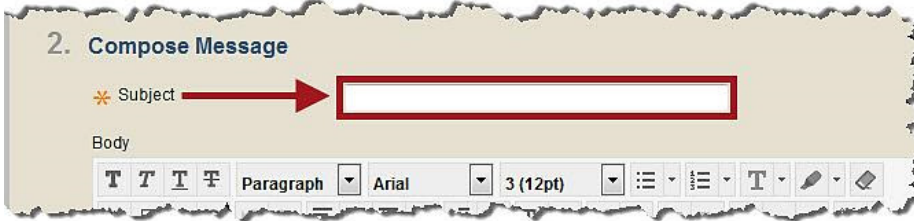
Then, type your message in the "Body" box.
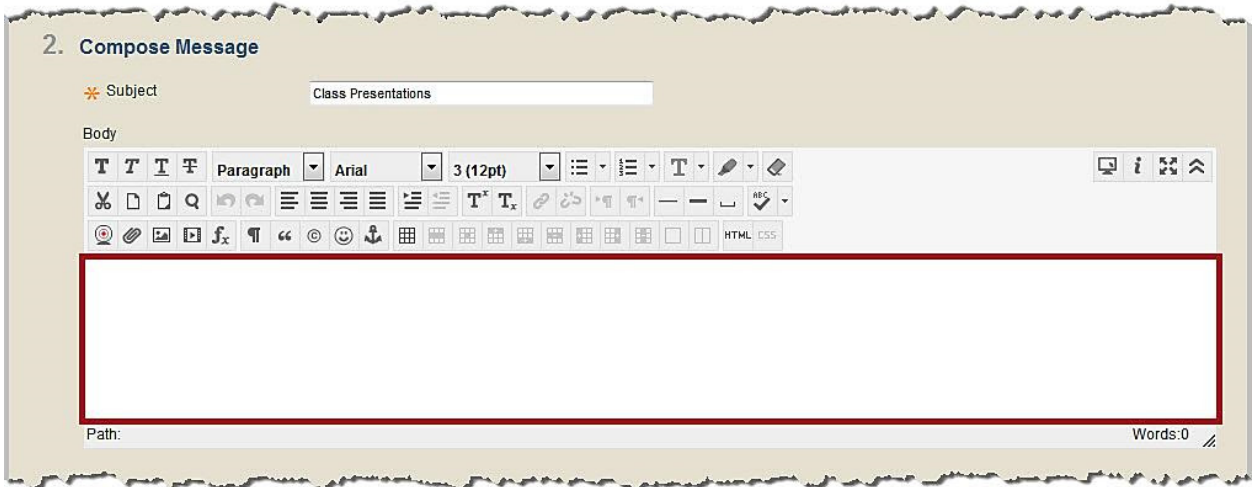
You may edit your message with the WYSIWYG (what you see is what you get) editor, above the text box. You may change the font, add images, create a bulleted or numbered list, use spell check, etc. Hover your cursor over a button to view its function.
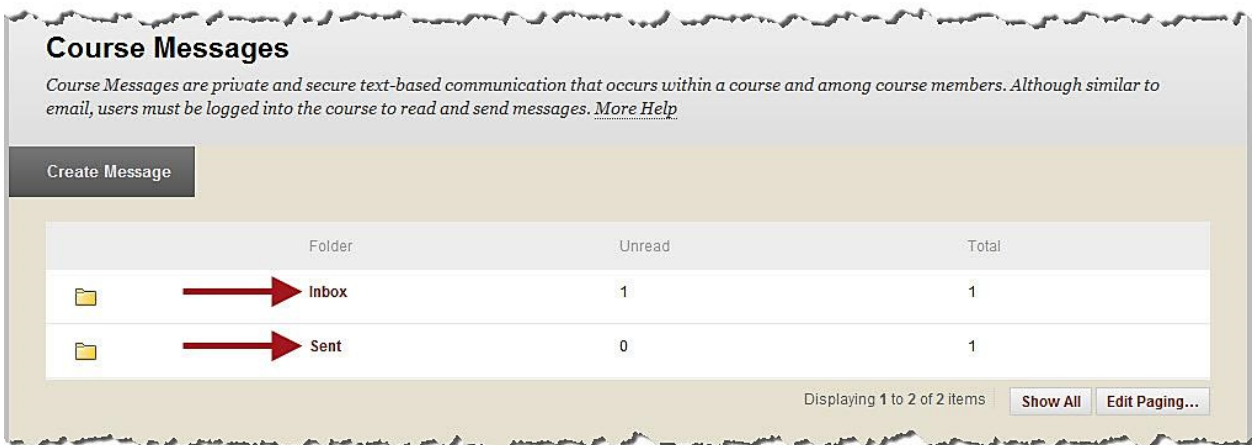
Once you are ready to send your message, click "**Submit**."

A **green** "Success" message will appear at the top of the "Course Messages" page.

An "Inbox" and a "Sent" folder are located on the "Course Messages" page.

The number of unread messages in each folder will be listed in the "Unread" column and the total number of messages will be listed in the "Total" column.

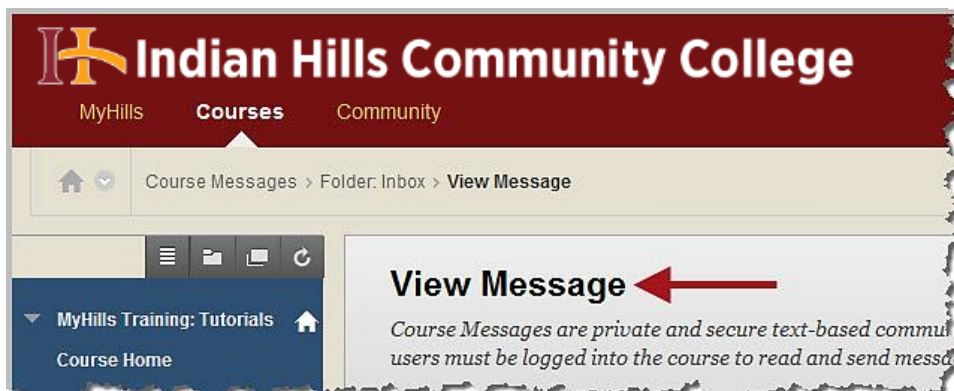Click the title of the folder to view messages within that folder.
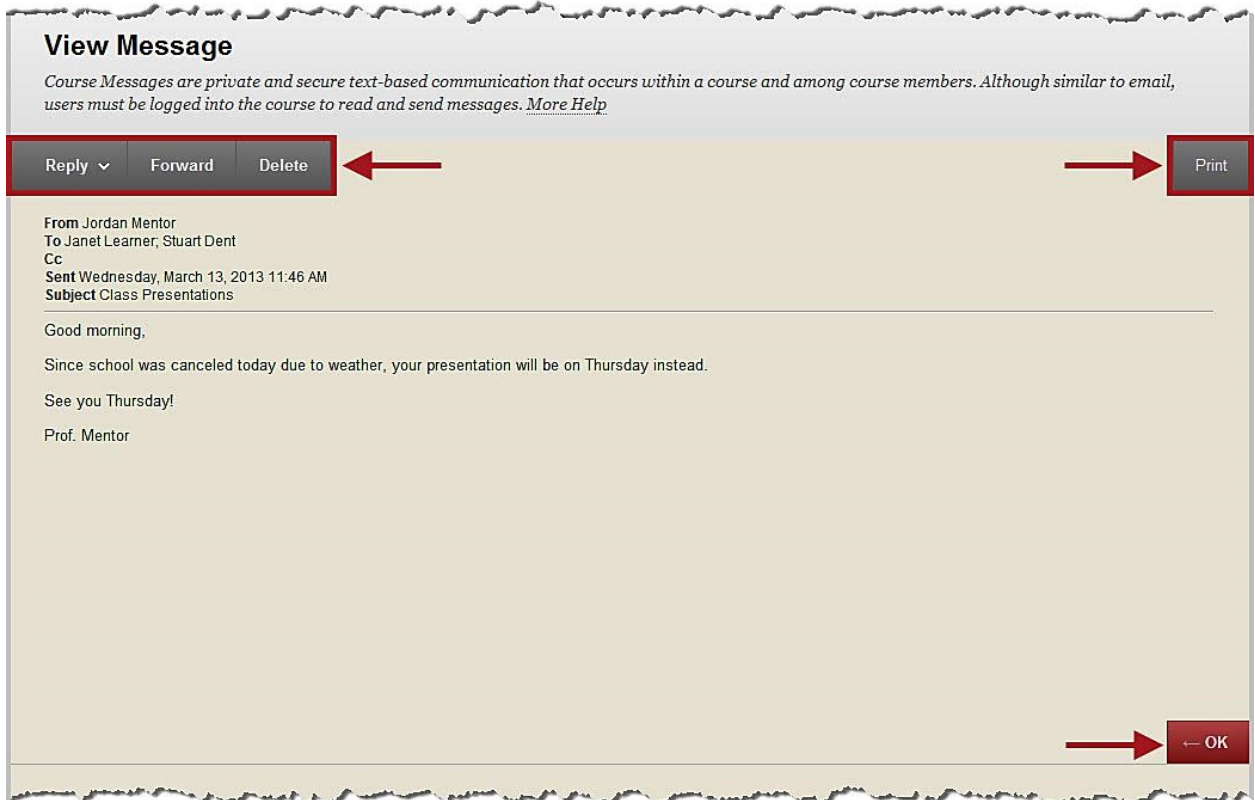
The "Folder" page will open.

An unread message will have an unopened envelope icon under "Status." Click the "Subject" of a message to open the message.

The "View Message" page will open.

After reading the message, you may "Reply," "Forward," "Delete," or "Print" the message. Once you are finished viewing the message, click "**OK**."

Congratulations! You now know how to create, send, and read Course Messages within 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*