

Email Tool

At the end of this tutorial, you will be able to answer the following questions:

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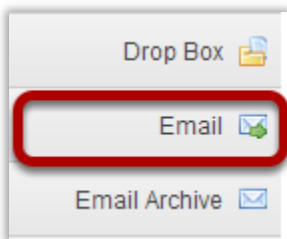
Note:

- The terms **Instructor**, **Maintainer**, and **Owner** refer to the same role in Coursar. They are used interchangeably in this document.
- The terms **Student**, **Participant**, and **Member** refer to the same role in Coursar. They are used interchangeably in this document.
- **Course & Project** sites both refer to a **worksite** or a **site** in Coursar's terminology. They are used interchangeably in this document. Anything that is used in a Course site can be used in a Project site, and vice versa.

What is the Email tool?

The Email tool allows user to send an email message to site participants by role, section, or group, and also provides a field for specifying non-site participant email addresses. The Email tool works using the sender's external email address, which is specified in the user's **account details**.

To access this tool, select the **Email tool from the Tool Menu of your site.**

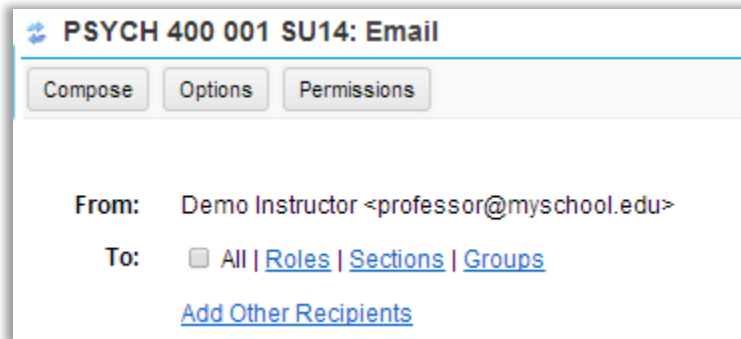


How do I send an Email message?

Go to Email.

Select the **Email** tool from the Tool Menu of your site.

Select the message recipients.



PSYCH 400 001 SU14: Email

Compose Options Permissions

From: Demo Instructor <professor@myschool.edu>

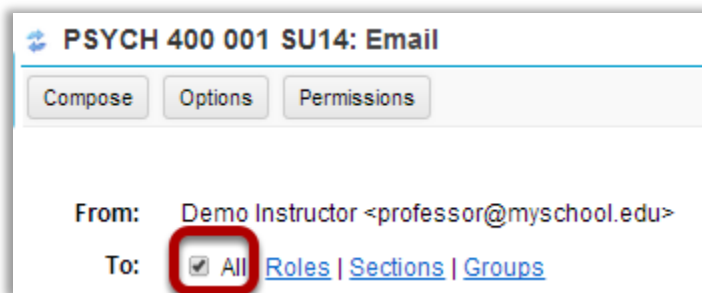
To: All | [Roles](#) | [Sections](#) | [Groups](#)

[Add Other Recipients](#)

When you compose a message in the Email tool, you have the option to select recipients in the course by role, section, or group.

You may also add other recipients who are not enrolled in the course.

Select All.



PSYCH 400 001 SU14: Email

Compose Options Permissions

From: Demo Instructor <professor@myschool.edu>

To: All | [Roles](#) | [Sections](#) | [Groups](#)

Click to place a check mark next to **All** to send an email to everyone in the site.

Choose recipients by role.

From: Demo Instructor <professor@myschool.edu>

To: All **Roles** [Sections](#) | [Groups](#)

[Instructor](#)

[Student](#)

- Student, Fifth (demostudent05)
- Student, First (demostudent01)
- Student, Fourth (demostudent04)
- Student, Second (demostudent02)
- Student, Third (demostudent03)

[Teaching Assistant](#)

[Add Other Recipients](#)

Click the **Roles** link to expand the list of roles within the site. You may also click on the link for a role (e.g. **Student**) to expand the list and show individual users.

Place a check mark next to the roles and/or individual recipients you would like to address in your message.

Choose recipients by section.

From: Demo Instructor <professor@myschool.edu>

To: All | [Roles](#) **Sections** [Groups](#)

[Lab1](#)

- Student, Fifth (demostudent05)
- Student, Second (demostudent02)

[Lab2](#)

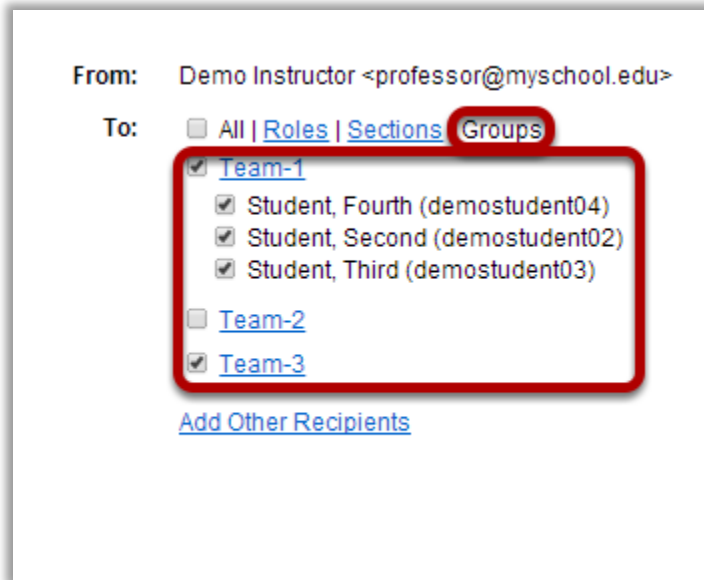
[Lab3](#)

[Add Other Recipients](#)

Click the **Sections** link to expand the list of existing sections within the site. You may also click on the link for a section (e.g. **Lab1**) to expand the list and show individual users in that section.

Place a check mark next to the sections you would like to address in your message.

Choose recipients by group.



From: Demo Instructor <professor@myschool.edu>

To: All | [Roles](#) | [Sections](#) | [Groups](#)

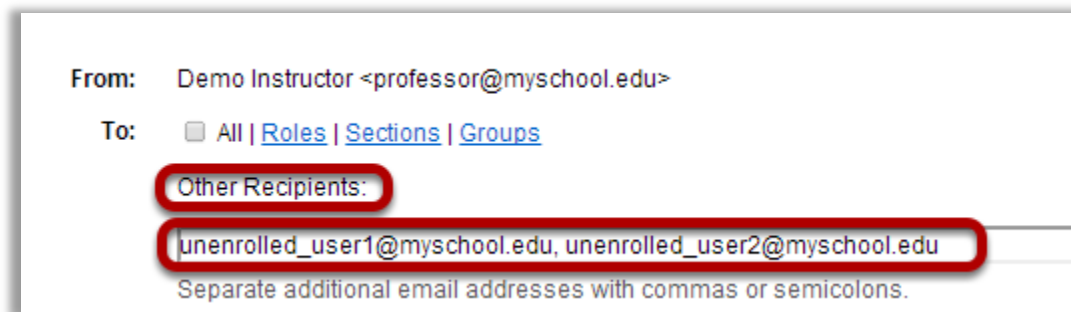
- [Team-1](#)
 - Student, Fourth (demostudent04)
 - Student, Second (demostudent02)
 - Student, Third (demostudent03)
- [Team-2](#)
- [Team-3](#)

[Add Other Recipients](#)

Click the **Groups** link to expand the list of existing groups within the site. You may also click on the link for a group (e.g. **Team-1**) to expand the list and show individual users in that group.

Place a check mark next to the groups you would like to address in your message.

Enter the email address for unenrolled user/s.



From: Demo Instructor <professor@myschool.edu>

To: All | [Roles](#) | [Sections](#) | [Groups](#)

[Other Recipients:](#)

unenrolled_user1@myschool.edu, unenrolled_user2@myschool.edu

Separate additional email addresses with commas or semicolons.


To send a message to a user who is not enrolled in the site, select the Other Recipients link and then enter the email address or addresses (separated by commas) into the text area provided.

Enter a subject line.

Subject:

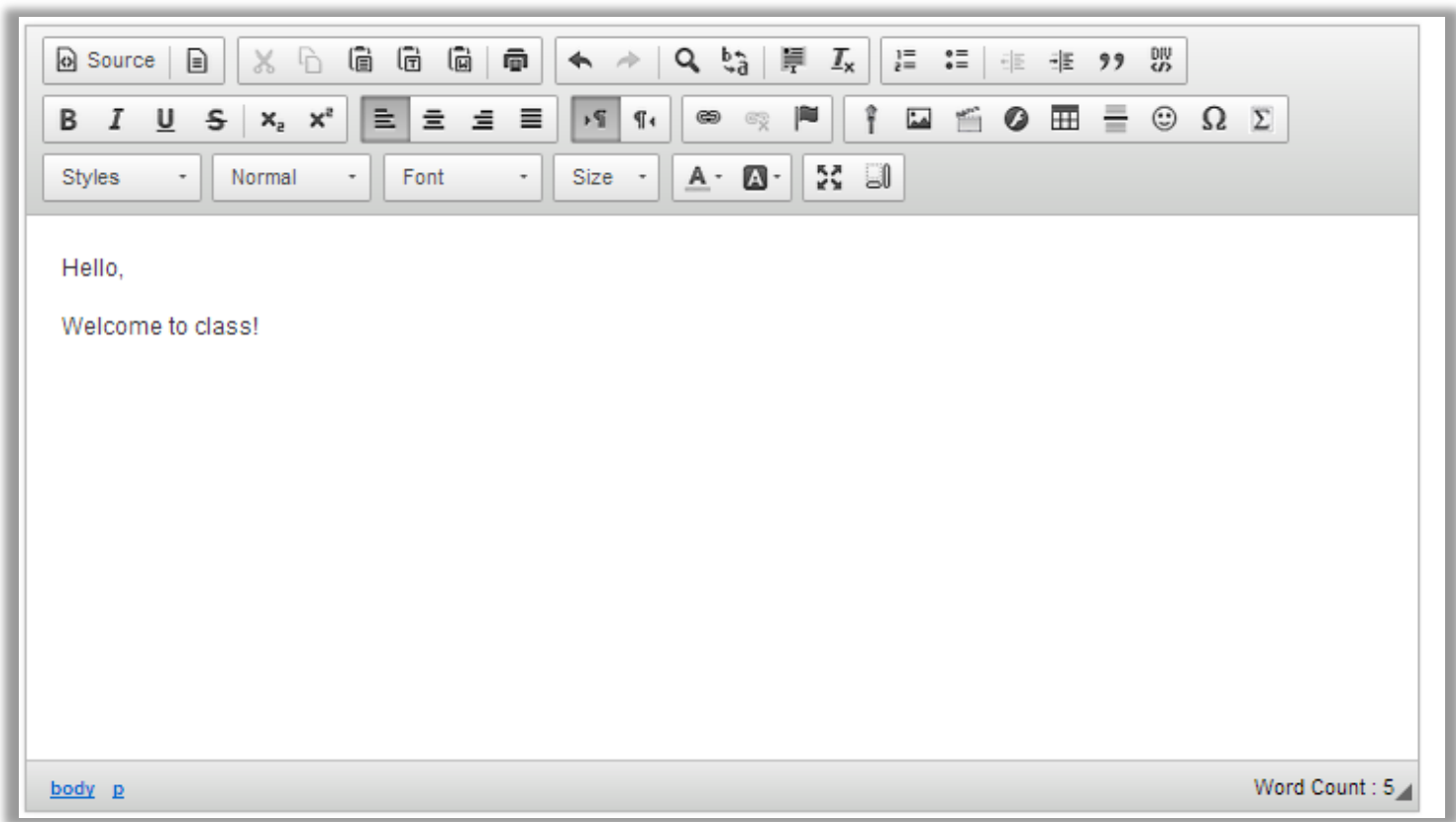
Give your email message a subject.

Add an attachment. (Optional)

 [Attach a file](#)

Click the **Attach a file** link if you would like to browse for and attach a file to your email.

Enter the message body text.



Source Undo Redo B I U ABC Numbered List Indent Outdent Link Unlink Image Video Table More

Styles Normal Font Size A A

Hello,
Welcome to class!

body p Word Count : 5

Use the Rich Text Editor to compose your message.

Select to receive a copy. (Optional)

 Send me a copy

If you would like to be copied on the email message, click the box next to **Send me a copy**.

Select to add to Email Archive. (Optional)

 Add to Email Archive, visible to all site participants

If you would like the email message to be added to the course Email Archive, click the box next to **Add to Email Archive, visible to all site participants**.

Note: This option only appears if the Email Archive tool is active in your site.

Click Send Mail.

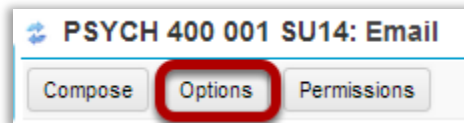
The message will be sent using your external email address as specified for your user account in the system.

How to I set the Email tool options for my site?

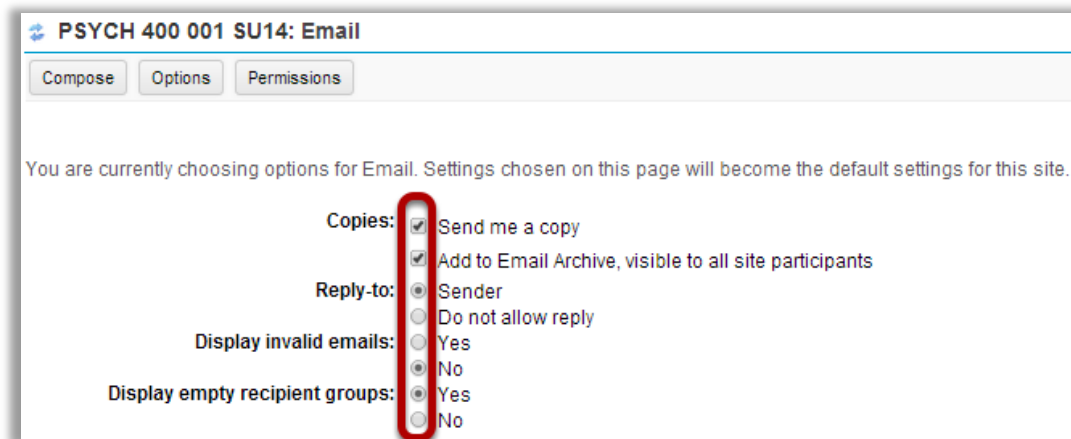
Go to Email.

Select the **Email** tool from the Tool Menu of your site.

Click the Options button.



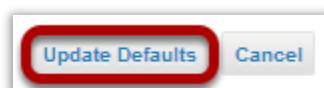
Select the default settings.



Choose the desired default settings by selecting the check boxes or radio buttons next to the options you want. These settings will become the default Email tool setting for the entire site.

For example, you may want to check the box for **Send me a copy** and **Add to Email Archive** so that they are selected by default. (Individual users may still choose to de-select these two options when sending a message.)

Click Update Defaults.



Click the **Update Defaults** button to save your changes.

How do I change the Email tool permissions?

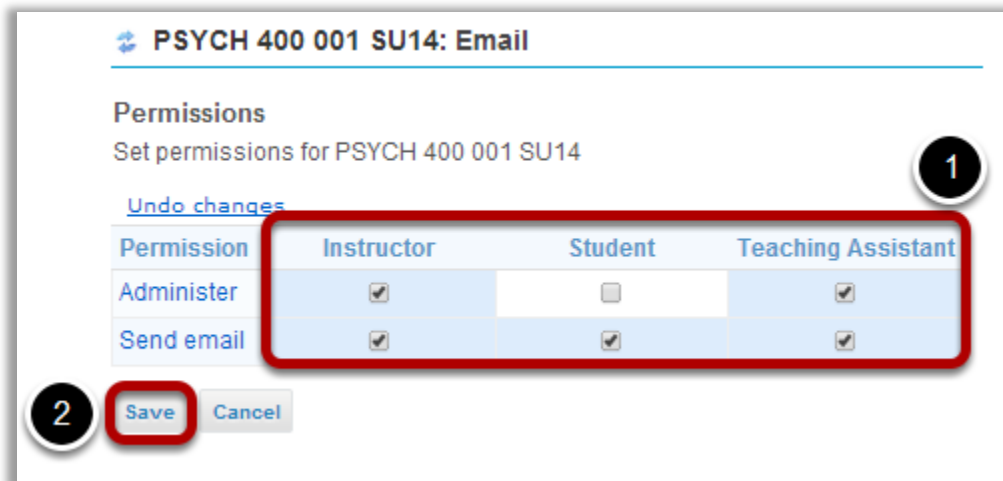
Go to Email.

Select the **Email** tool from the Tool Menu of your site.

Click the Permissions button.



Modify the permissions for the roles listed.



1. Check the box next to each permission you would like to allow for a given role. (Deselecting a box will remove the corresponding permission.)
2. Click **Save** to save your changes.

Note: You may see different roles listed depending on the roles which exist in your site. A role must be present in the site in order for you to modify its permissions.