

SEND EMAIL VIA ULEARN

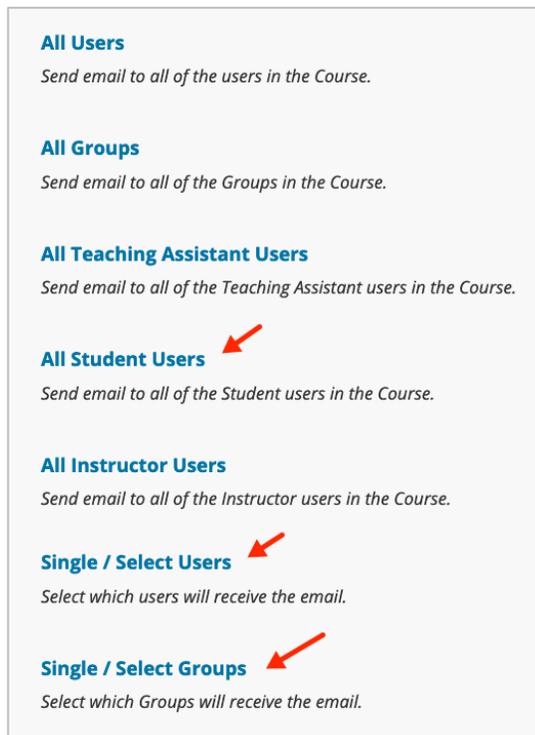
Instructors can send email from ulearn to a student, select students, a group of students, or all students in a course. Consider sending an [Announcement](#) when communicating a general message to all students since it gets emailed to them as well. You can only send email via ulearn, it cannot store sent email.

Instructions

1. Click **Mail** in the course menu.



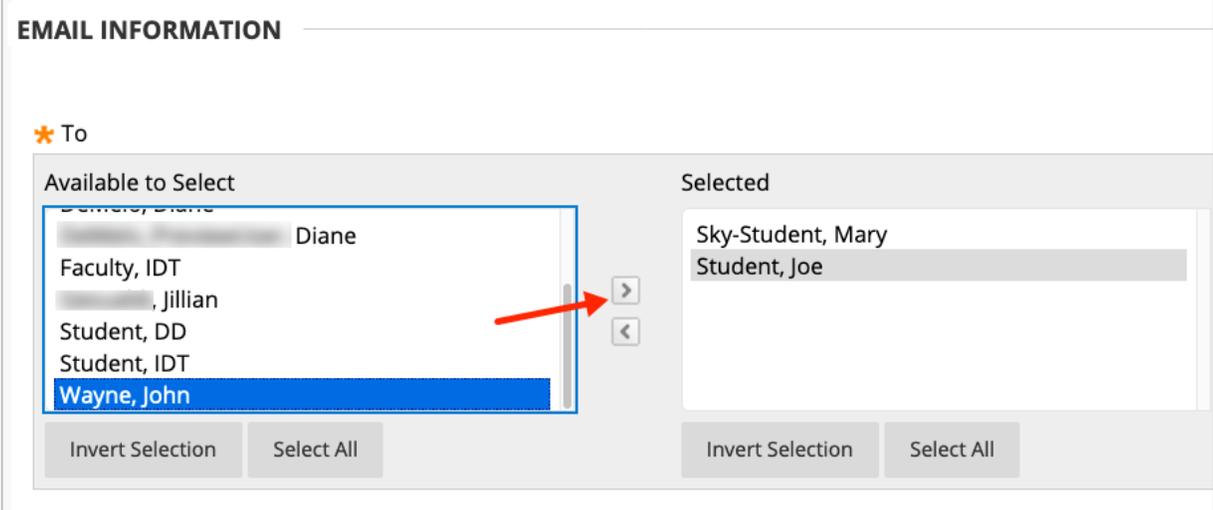
2. On the Send Email page, several options exist for selecting who you want to send email to. Select the appropriate **option**. For example, if you wanted to email only select students in a course, you would click on **Single/Select Users**.



3. If you select an option that begins with "Single/Select", you must select specific students or groups that will receive the email. In the Email Information section of the page, select a student/group from the **Available to Select** box on the left and

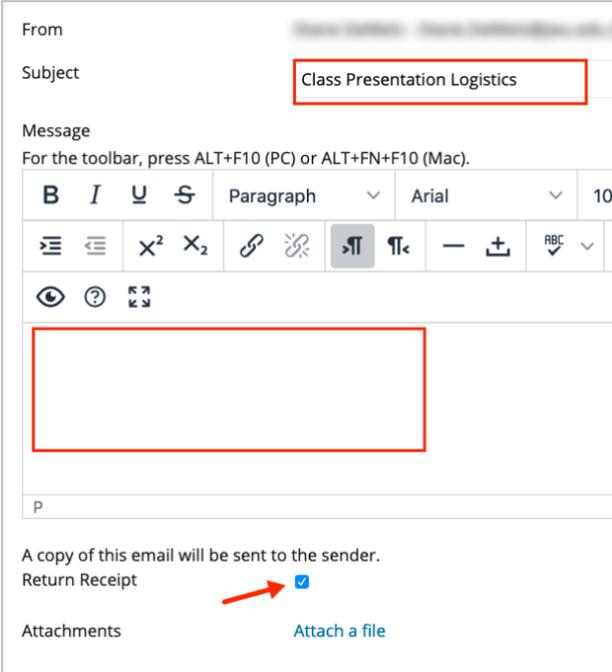
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use the right arrow button to move that student/group to the **Selected** box on the right.



The screenshot shows the 'EMAIL INFORMATION' section. Under the '* To' field, there are two lists: 'Available to Select' and 'Selected'. The 'Available to Select' list contains several entries, with 'Wayne, John' highlighted in blue. A red arrow points to the right arrow button between the two lists. The 'Selected' list contains 'Sky-Student, Mary' and 'Student, Joe'. Below each list are 'Invert Selection' and 'Select All' buttons.

4. Enter a **Subject**, **Message**, and attach a file, if needed. If you wish to receive a copy of the email in your JWU Inbox, check the box entitled **Return Receipt**. If you need to attach a file, you can by clicking **Attach a File**.



The screenshot shows the email composition form. The 'Subject' field is highlighted with a red box and contains the text 'Class Presentation Logistics'. Below the subject field is a rich text editor with a toolbar containing various icons for text formatting and alignment. Below the editor is a large empty text area. At the bottom of the form, there is a section for 'Return Receipt' with a checked checkbox and a red arrow pointing to it. Below that is an 'Attachments' section with a link that says 'Attach a file'.

5. Click **Submit**. Recipients will receive the email in their JWU email accounts.