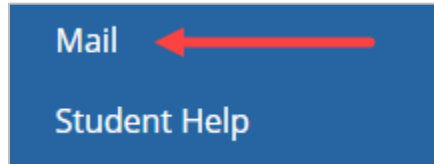


SEND EMAIL IN ULEARN

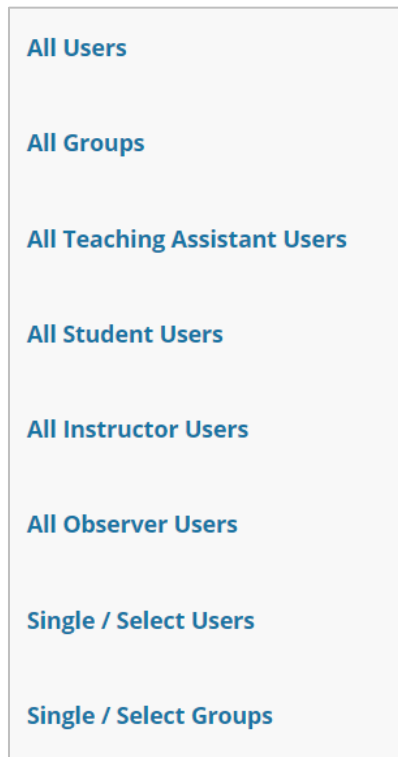
Students can send email from ulearn to all other students, a selected group of students, or the instructor in a course. All email sent through ulearn goes to the users' JWU email account.

Instructions

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

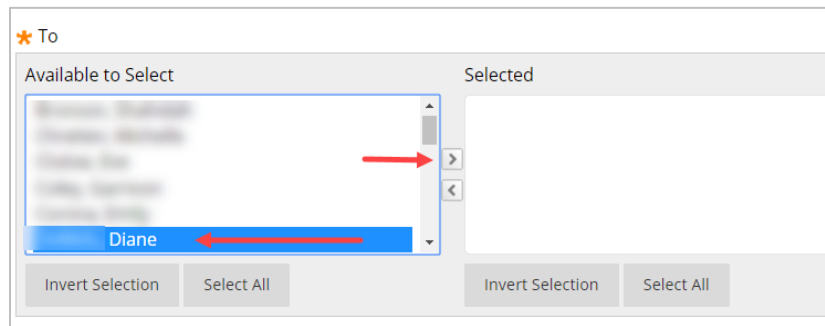


2. On the Send Email page, several options exist for selecting who you want to send email to. Select the appropriate option.

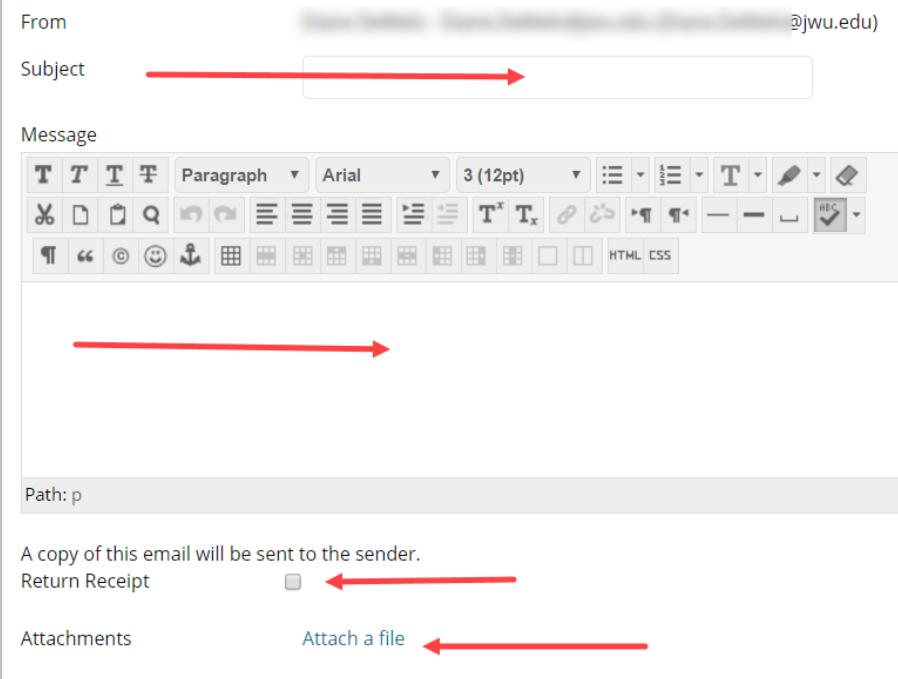


3. If you select an option that begins with "single/select", you must select specific students or groups that will receive the email. Select a name/group from the Available to Select box on the left and use the right arrow to move that name/group to the Selected box on the right.

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4. Enter a subject, message, attach a file, or select a return receipt if desired.



5. Click **Submit**.

