

# My Mail

**My Mail** is the eCourses fully functional internal email system. It is a very convenient method of sending email messages with attachments within eCourses. It does NOT automatically connect to external email addresses the way Quickmail does; email messages can only be sent to users enrolled in that course.

When a user logs into eCourses and goes into a course, the My Mail feature is available within the Navigation block. The tree menu may be expanded, allowing the user to see all options (see the before and after figures below).

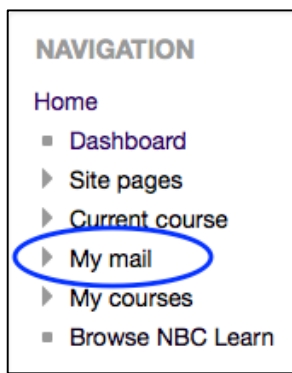


Figure 1 - Before

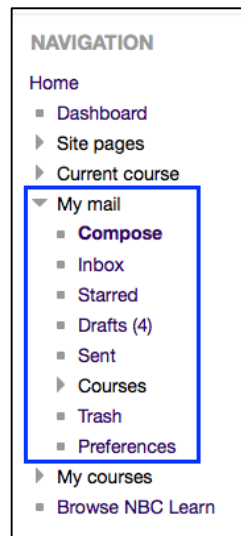
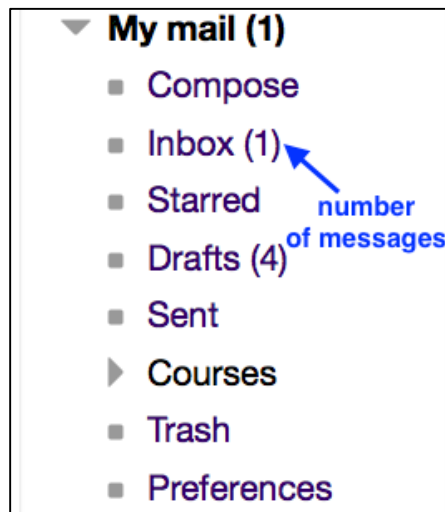


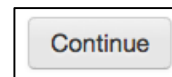
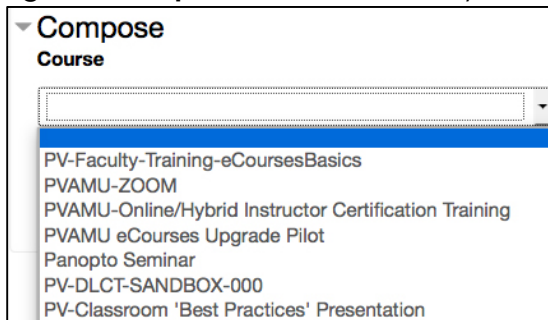
Figure 2 - After

(A number in parenthesis indicates the number of unread or draft messages in the user's inbox. In the example below the user has 1 unread message in one of his courses and 4 draft message (see figure below).

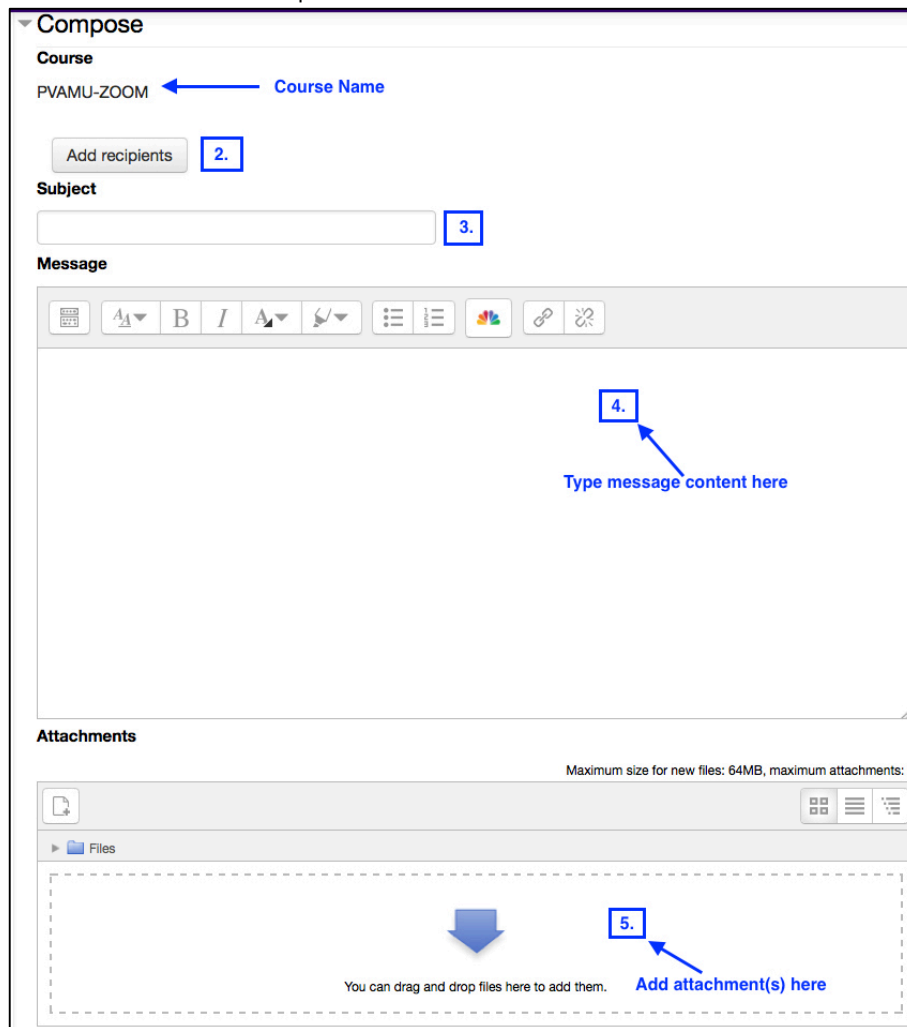


## Composing a Message

Begin by clicking the **Compose** link from the My Mail menu.



1. Choose a course from the dropdown menu and click the  button



2. Click the **Add recipients** button to add recipients. Only students enrolled in the course will be available from the list.
3. Enter a **Subject** for the email message.
4. Type the content of the email message.
5. To add files to attach to the email message, either drag and drop the file into the box with an arrow or click the **Add** button to open the file picker menu in order to choose a file from your computer or a repository.

Click the **Send** button to send email message to recipients.