Angel: Mail

Course Mail –The Inbox

- **Touring the Inbox**
- **Message Window**
- **Toolbar**
- **More Actions Drop-down Box**
- **Show All Drop-down Box**
- **System Folders**
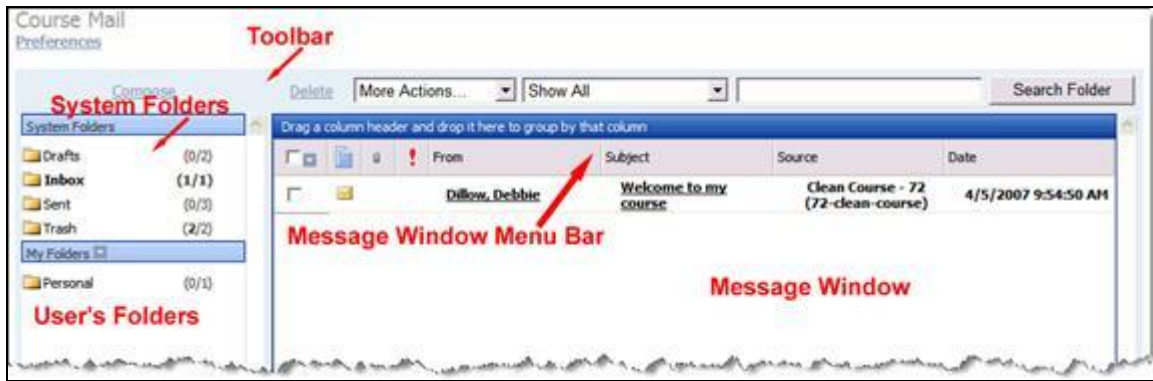- **My Folders**
- **Search Folder**

Students and instructors can use the Course Mail tool to correspond with each other without requiring the use of Internet e-mail accounts. Users access a powerful Inbox to:

- compose messages using the inline HTML Editor and Spell Checker
- add attachments
- view messages by sender, subject, source, and date
- read and reply to messages
- create folders to store messages
- search for messages
- monitor who has and has not read a message
- block users
- send messages to Internet e-mail addresses

Touring the Inbox

The Inbox is the focal point for Course Mail which enables a user to send, read, and store all your Course Mail messages in one view. There are five main elements to the Inbox as shown in the following figure.
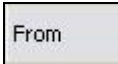
- o Message Window
- o Toolbar
- o System Folders
- o My Folders
- o Preferences

Message Window

The message window displays the email messages for the active folder. This window contains the following components in the Message Window Menu Bar.
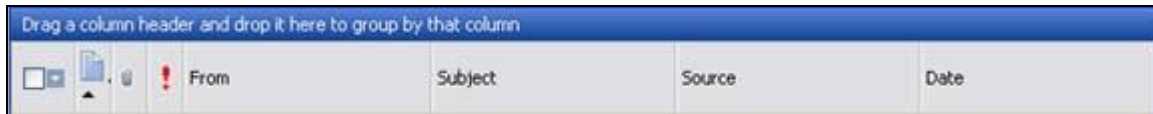
Field Name	Icon	Definition
Menu		Select messages by those that are unread, read, or with file attachments
Icon		Designates read and unread messages
Attachment		Messages containing a file attachment
Priority		Designates the urgency of a message with Low, Normal, or High classification
From		Who sent the message
Subject		What the message is about
Source		Personal or Course name (includes section ID if

	logged in as instructor)	
Date	Date	Date and time message sent
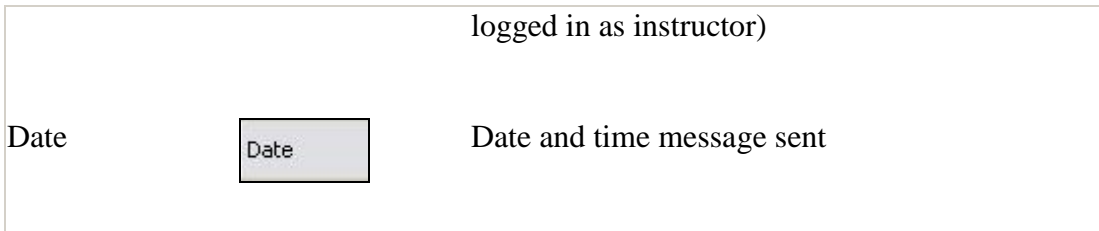
You can sort from ascending to descending order by each of the fields. You can also drag a column header, located in the message window, to the blue bar labeled **Drag a column header and drop it here to group by that column**.

Toolbar

The toolbar contains commands that can be performed within Course Mail. The toolbar commands within the Inbox Messages area include the following.

Command	Definition
Compose	Compose a course mail message. See section *Composing and Sending a Course Mail Message.*
Delete	Delete a message. Message is moved to the Trash folder. Use this command when selecting multiple messages to be deleted.

The **Delete** command is also available in the **More Actions** drop down box and performs the same action.

More Actions Drop-down Box

More Actions...
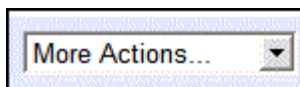
Clicking on this drop-down box notes the following fields:

Field Name	Definition
Send to Folder	Send a message to a System folder or one of your folders that you created under My Folder.
Mark as Read	Mark an unread message as read.
Mark as Unread	Mark a read message as Unread. These messages always

	appear in a bold font.
Delete	Delete a message. Message is moved to the Trash folder. The **Delete** link next to the More Actions drop down box performs the same action.
Message Read By	Check who else has read the message. Messages sent using the **Do not disclose recipients** option do not display the names of recipients who have and have not read the message.

Show All Drop-down Box

Clicking this drop-down box gives you the following fields:
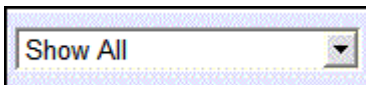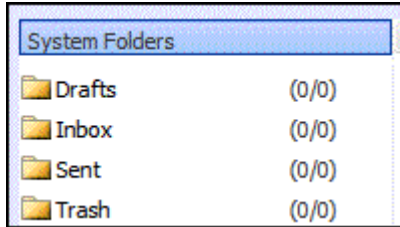
Field Name	Definition
Show All	Show all personal and course email messages.
Personal	Show personal email only.
Course	Show individual course email only.

System Folders

The System Folders are default folders.

 Next to each folder in parenthesis is the number of unread messages followed by total number of messages contained in that folder.

Field Name	Definition
Drafts	Save a draft email message that has not been sent.
Inbox	All incoming email messages arrive in this folder first.
Sent	Course Mail messages that have been sent are found in this folder.
Trash	Messages you wish to delete are contained in the trash folder. To permanently delete, user must go into trash folder, select messages and delete again.

My Folders

My folders are folders that you create and tailor to your specific storage needs.
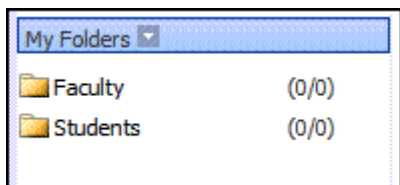

 Next to each folder in parenthesis is the number of unread messages followed by total number of messages contained in that folder.

The functions you can perform in My Folders include:
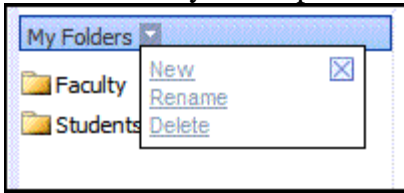
Field Name	Definition
New	Create a New Folder to store messages.
Rename	Rename a folder that has been created.
Delete	Delete a folder. ⚠ Deleting a folder also deletes any email messages in the folder.

Search Folders
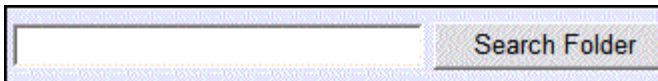
Field Name	Definition
Search Folder	Search messages by subject term.

Course Mail –Preferences

In this Tutorial:

- **Preferences**

Preferences

The **Preferences** hyperlink located to the left of the Inbox view allows the user to define the message view preferences, signatures, editing options and privacy settings.

The window is described in greater detail in the following table:
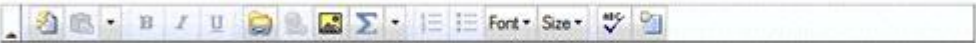
Field Name	Definition	
View Message Preferences	Message Format	Choose Plain Text or HTML for how you want to format messages.
	Font Preference	- Arial - Courier - Times Roman - Verdana - System
	No. of Messages Per Page	25 50
	Forward to Internet E-Mail	- Do not forward mail - Forward mail and keep as new

		• Forward mail and mark as read • Forward mail and delete
	Email Address	Enter an Internet e-mail address where you want the mail forwarded to.
Signature Options	Signatures may be customized for each course.	
Editing Options	Check the box to automatically check your spelling before you send a message.	
Privacy Settings	To prevent users who do not share a course with you from sending you Course Mail, check "Don't show my name in public search". You can also remove users from your blocked list. See section *Blocking a User* for more detail.	

Course Mail –Messages

In this Tutorial:

- **Composing Messages**
- **Sending Messages**

Composing and Sending a Course Mail Message

The Compose Message section allows the user to compose and send messages to members of their courses.
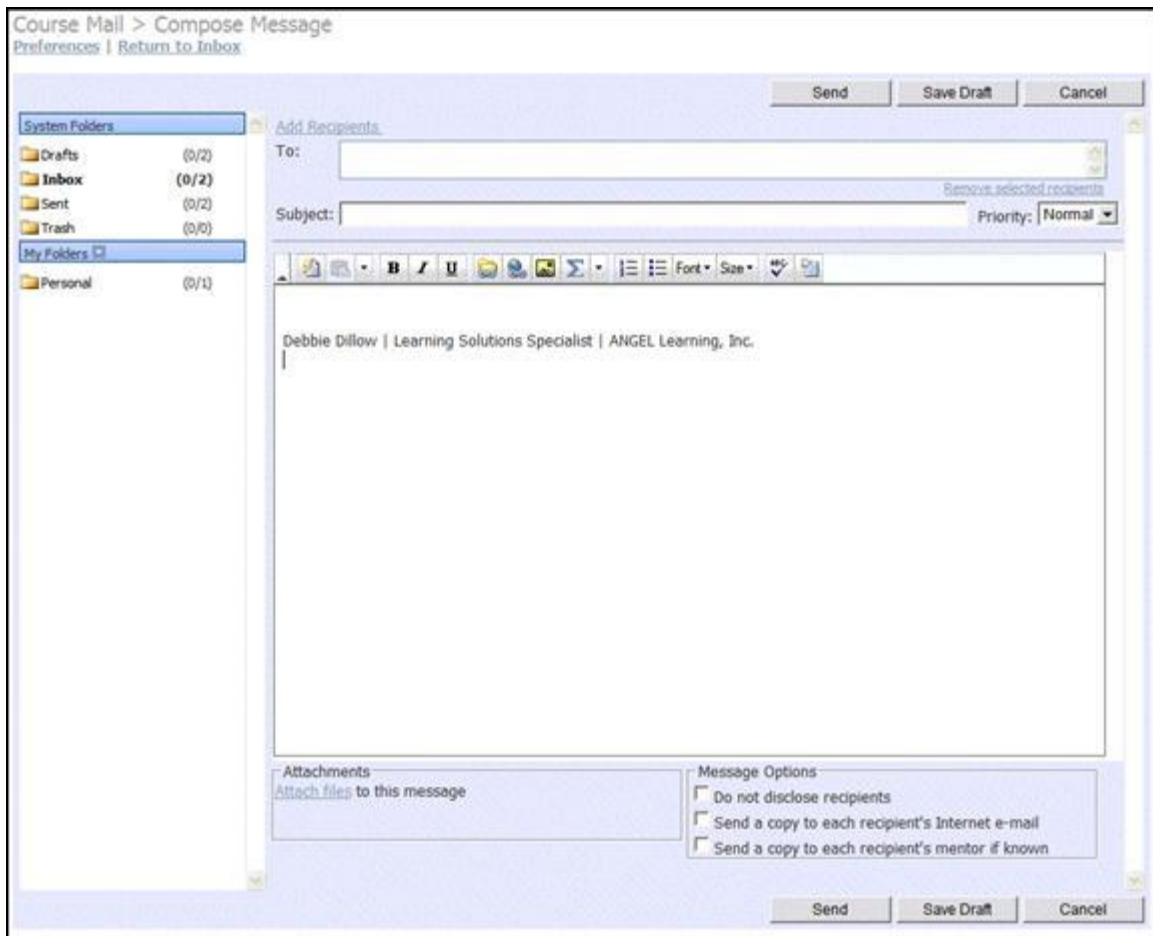
To compose and send a message:

- Log into your ANGEL course, click the **Communicate** tab, and click the **Read and Compose course mail messages** hyperlink. The Inbox appears.
- Click the **Compose** hyperlink and the compose message window opens.

The following elements makeup the Compose Message window:

Field Name	Definition
Add Recipients Hyperlink	The Add Recipients hyperlink displays the Select Recipients list box of available recipients to send course mail. Refer to *Selecting and Removing Recipients* for more information.

Subject	Enter a subject for the message.
Priority	Select message urgency from: • Low • Normal • High
Message	The Message field is where you type the message.
HTML Editor toolbar	The HTML Editor toolbar allows you to apply formatting, add images, etc. to your message. For information regarding how to use the HTML Editor, refer to *Appendix I Inline HTML Editor*.
Attachments	The **Attach files** hyperlink allows you to add a file attachment to your message.
Message Options	• **Do not disclose recipients** is another way to Bcc or hide the identities of the recipients. • **Send a copy to each recipient's Internet e-mail** allows you to send a duplicate message outside the ANGEL environment to the recipients' email address. • **Send a copy to each recipients mentor if known** sends a copy of the email to a known mentor or advisor for the recipient.
Send Button	Click this button when you are ready to send the message to selected recipients.
Save Draft Button	Click this button to save a draft of your message in the Draft System Folder.
Cancel Button	Click this button to delete the message. You lose all information contained in the message.

- Select the intended recipient(s) from the **Add Recipient** list box, and click the **To** button. The recipient name appears in the To field. Do the same for **Cc** and **Bcc** fields.

Hold the **Control** key on your keyboard (or the **Apple** key on a Macintosh) and click to select multiple recipients.

- Type a subject for the message in the **Subject** field.

- Type the message in the **Message** field. Format as necessary using the inline HTML text editor.

- Attach any files if necessary. (see *Adding an Attachment* section below)

- Choose a message Priority. Default is Normal but you can select Low or High.

- Choose from the three message options. (see *Selecting and Removing Recipients* below)

- Click the **Send** button to send the message to its recipients. Click the **Save Draft** button to save in the Drafts folder for future editing. Click the **Cancel** button to delete your message. These three buttons are located at the top and bottom of the message window.

**Course Mail – Working with Messages**

In this Tutorial:

- **Formatting Text**
- **Adding and Removing Attachments**
- **Selecting and Removing Recipients**
- **Message Options**

Formatting Text

When composing messages you can use the inline HTML editor to format your message.

The components of the inline editor from left to right.

Field Name	Icon	Definition
Collapse Toolbar		Hides the inline editor.
Insert/Edit Macro		Insert or Edit a macro to enhance a message.
Paste		Paste text or picture into the message.
Edit Menu		Click arrow to pull down more toolbar features. • Undo • Redo • Cut • Copy • Paste • Paste as plain text • Paste from Word • Find • Replace • Select All • Remove Format
Bold	**B**	Add bold text.
Italic	*I*	Add italics to text.
Underline	U	Underline text.
Insert Content Link		Attach ANGEL content such as a survey or quiz to the

		email.
Insert/Edit Web Link icon		Insert an Internet hyperlink in the message.
Insert/Edit Image		Insert an image or picture into the message.
Insert Equation icon		Insert spreadsheet equation.
Insert Menu		Insert an additional toolbar feature for the following: • HTML Widget • Insert Equation • Special Character • Universal Keyboard • Line • Page Break
Insert/Remove Numbered List		Insert or remove a numbered list.
Insert/Remove Bulleted List		Insert or remove a bulleted list.
Font		Change type of font. • Arial • Comic Sans MS • Courier New • Tahoma • Times New Roman • Verdana
Size		Change size of text. • xx-small • x-small • small • medium • large • x-large • xx-large

Check Spelling		Check spelling in the message.
Source		Add HTML source code.

Adding and Removing Attachments

To attach a file to your course mail message:

1. Click the **Attach files** hyperlink. The **Add Attachments** upload window appears.
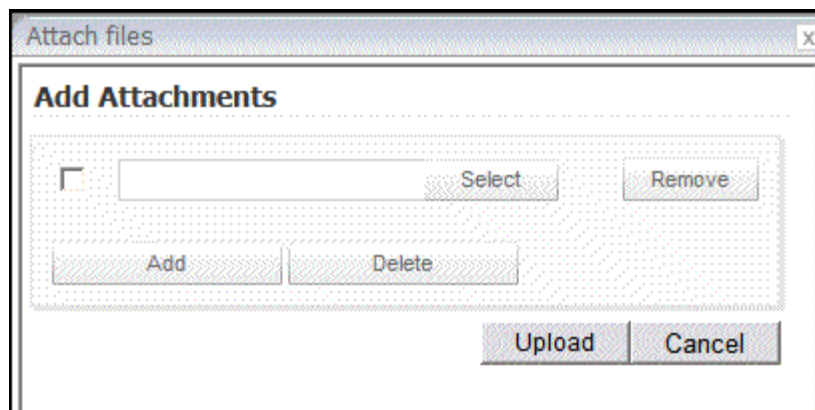
1. Click the **Select** button. A **Choose file** dialog box appears on the screen.
2. Locate and select your attachment file and click the **Open** button. Click the **Add** button to select more files to upload.
3. Click the **Upload** button to upload the files. The uploaded file(s) appears in the **Attachments** box of the message window.

With the **Add Attachments** window open, you can check the box next to a file that you have designated for upload and click the **Delete** button or you can click the **Remove** button next to the file. If you discover that you need to remove the file after uploading it to your message, you can click the **remove** hyperlink next to the file name.

   o Proceed with editing or sending the message.

Selecting and Removing Recipients

To select or remove recipients:

1. Within Compose Message, click the **Add Recipients** hyperlink. The **Select Recipients** window opens.
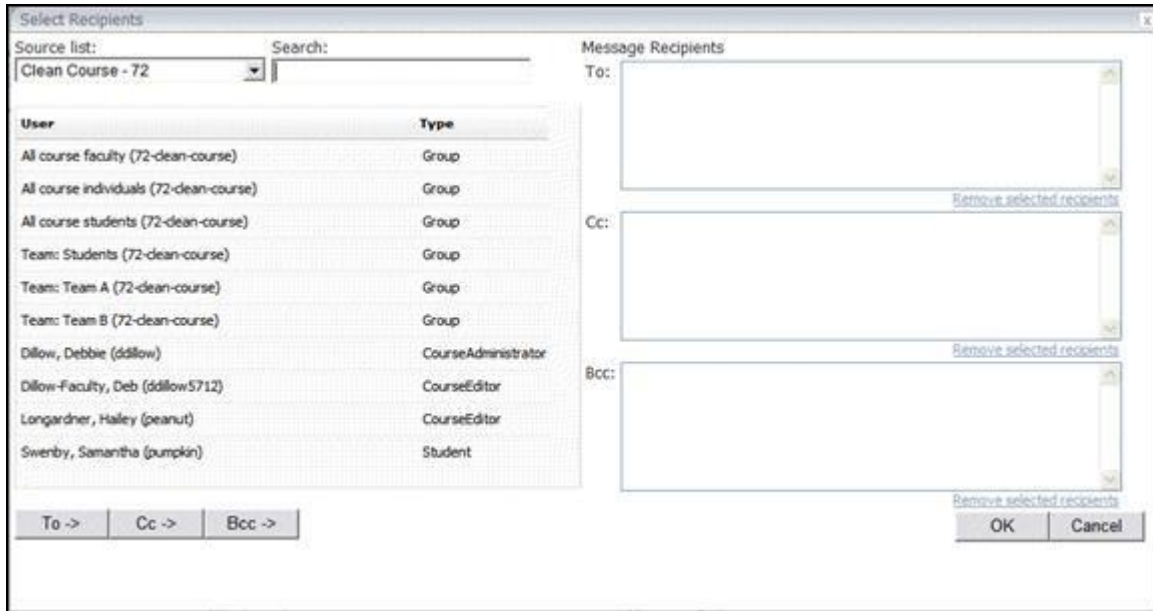
1. Click on the **Source list** drop down box to choose All users or users by individual course. You can also type a name in the **Search** form to find a user by first or last name.
2. Click on the user name to highlight it and then click the **To** or **Cc** or **Bcc** buttons and the name appear in its respective list box.

You can select multiple names at once by using the **CTRL + Click** keys. After having selected a recipient, remove the name by clicking on it to highlight it and then clicking on the **Remove selected recipients** hyperlink.

1. After you are satisfied with the recipients that you have selected, click the **OK** button. The compose message window appears and you see the names listed in the respective list boxes.

If you want to cancel the recipients, click the **Cancel** button and return to the Compose Message window and the To field will be blank.

Message Options

There are three options for sending messages.

Field Name	Definition
Do not disclose recipients	Instead of selecting user names for the Bcc list box, check this box to keep names of recipients private.
Send a copy to each recipient's Internet e-mail	If you wish to send a copy of the Course Mail to a recipient's Internet e-mail address, check this box.
Send a copy to each recipient's mentor if known	If you wish the recipient's mentor to have a copy of the Course Mail, check this box.

Course Mail – Reading and Replying to Messages

In this Tutorial:

- **Reading and Replying to a Course Mail Message**
- **Message Window**
- **Toolbar**
- **Read Course Mail Message**
- **Viewing and Saving an Attachment**
- **Sending Message to a Folder**
- **Deleting a Message**
- **Viewing Who Has Read or Not Read a Message**

Reading and Replying to a Course Mail Message

The Course Mail Read Message section allows the user to read and reply to messages. The Read Message elements as shown in the following figure include:

- Message Window
- Toolbar
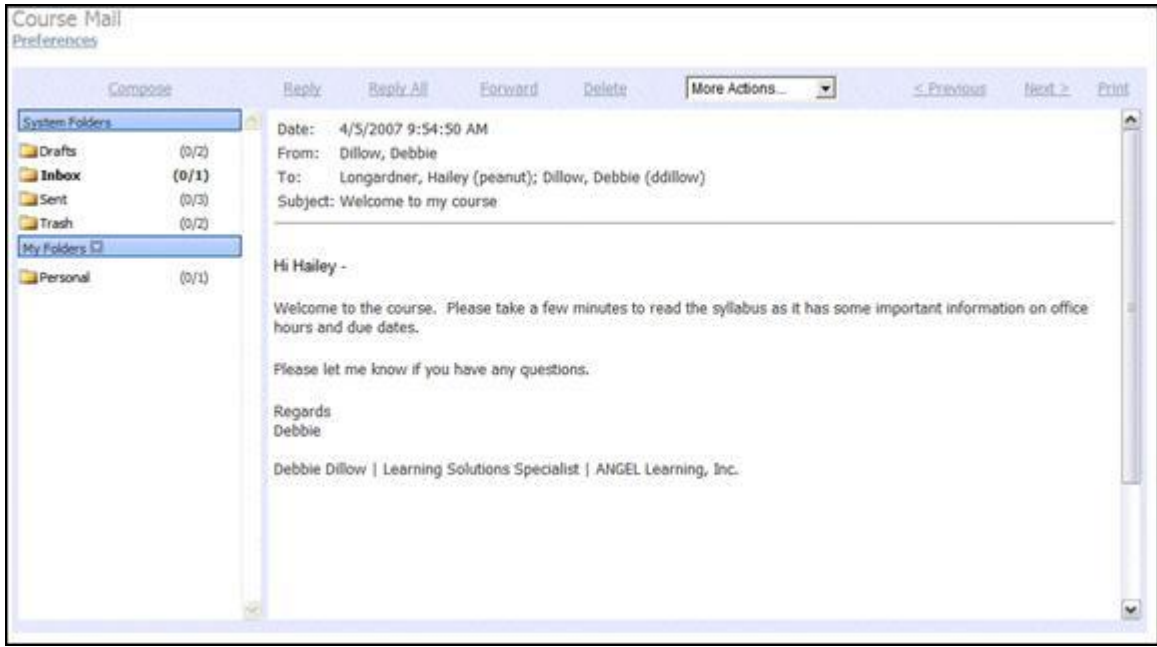
Message Window

The Read Message window displays the email message.
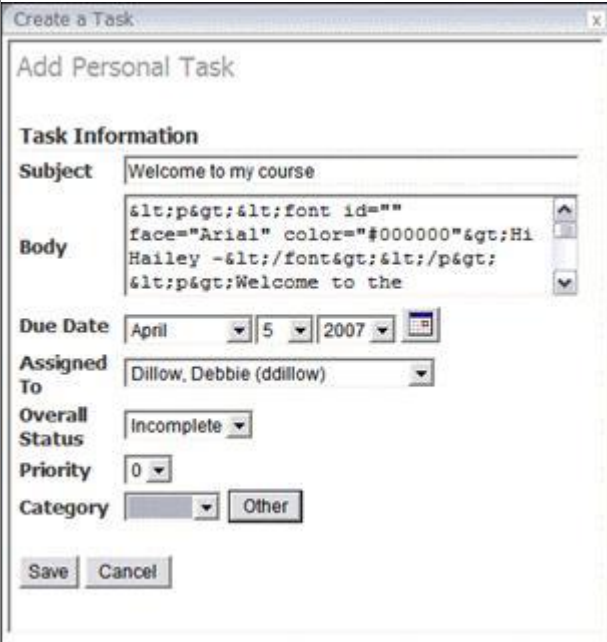
Toolbar

The toolbar contains commands that can be performed within Read Message and includes the following elements:

The following elements makeup the Read and Reply window:

Command	Definition
Compose	Compose a course mail message. See section *Composing and*

	Sending a Course Mail Message.
Reply	Replies to the sender of the message.
Reply All	Replies to all recipients of the message (within the rights of the user replying – e.g. can't reply to an All Campus message).
Forward	Forwards message to a new recipient that you select.
Delete	Moves message into trash folder.
More Actions	Same as the Inbox more Actions except for the addition of the "Create a Task" option detailed below.

	Create a Task	Add a personal task based on the information contained within the mail message.
	Send to Folder	Send a message to a System folder or one of your personal folders that you created under

	My Folder.	
	Mark as Unread	Mark a read message as Unread. Unread messages always appear in a bold font.
	Delete	Delete a message. Message is moved to the Trash folder.
	Message Read By	Select the checkbox next to the message to see who has read the message.
<Previous Next>	Previous / Next – loads the previous and next messages within the current active folder.	
Print	Opens the Print dialog box to select a printer.	

Read Course Mail Message

To read a course mail message:

1. Log into your ANGEL course, click the **Communicate** tab, and click the **Read and compose course mail messages** hyperlink. The Inbox appears.
2. Click the hyperlinked name of the sender or the subject of a course mail message to display the full message. The course mail message appears on the screen.
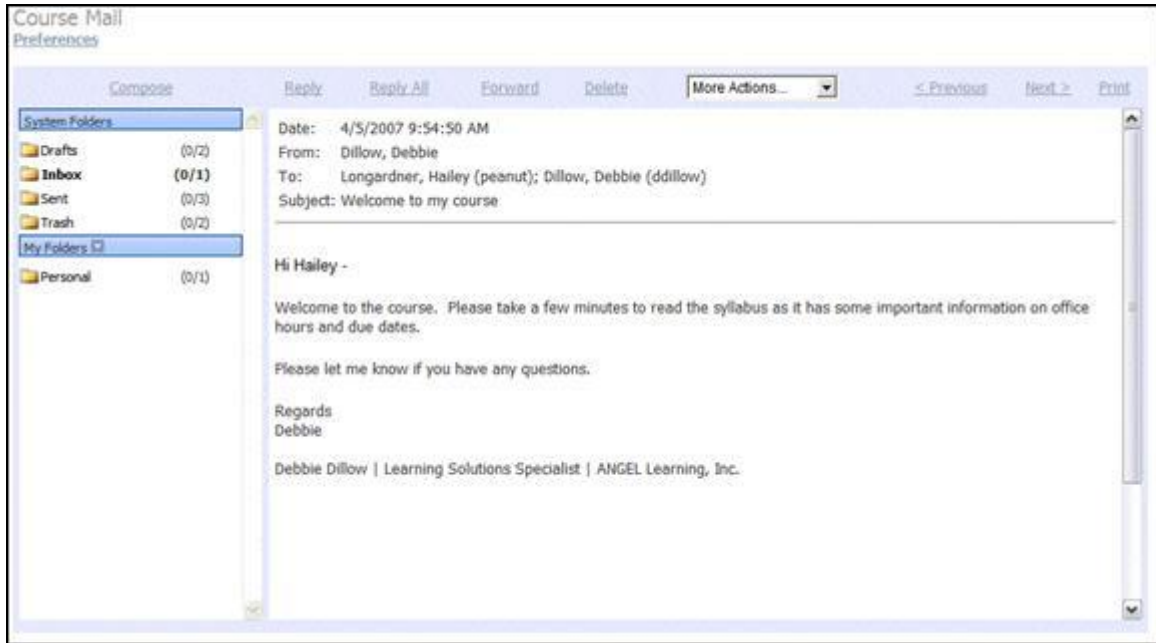
New/Unread messages appear in bold. Once the message has been opened, it appears non bold.

In the Inbox view, messages with attachments display a paper clip icon located to the left of the message subject.

1. Click the appropriate button to **Reply, Reply All,** or **Forward** the course mail message at which point the process is similar to composing a message.

When out of office is active, and a user opens Course Mail, a dialog box opens reminding the user that the feature is active and asks them if they want to turn it off.

Viewing and Saving an Attachment

To view and save a message attachment:

- To view the attachment, click the name of the file attachment hyperlink and the message opens.
- To save the attachment to your hard drive, right click on the attachment hyperlink and choose **Save Target As. . .** . The **Save As** dialog box opens for the user to save the attachment.

Sending Message to a Folder

To send a message to a folder:

1. After opening a message to read, go to the **More Actions** drop down box and choose **Send to Folder**. You will see the following dialog box.
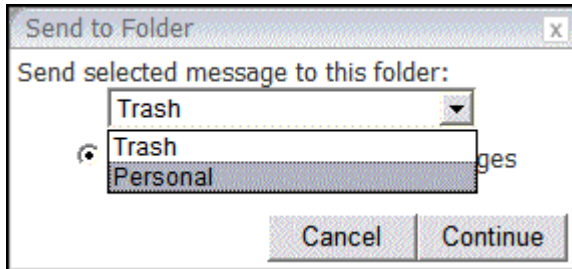
![Lightbulb icon] You can also send a message to a folder by checking the box next to the message within a folder view and choosing **Send to Folder** from the **More Actions** drop down box.

- o Using the drop down box, choose the system or personal folder that you either want to move the message to or copy the message to.
- o Click **Continue**. The message appears in the folder that you have chosen.

Deleting a Message

There are several ways to delete a message.

- In the system or personal folder view, select the checkbox located next to the message and click the **Delete** hyperlink or click on the **More Actions** drop down box and choose **Delete**.
- After the user opens a message to read, delete the message by clicking the **Delete** hyperlink or click on the **More Actions** drop down box and choose **Delete**.

Both of these options move the message to the Trash folder.

- To permanently delete a message, you must be in the Trash folder view. Select the checkbox located next to the message and click the **Delete** hyperlink or click on the **More Actions** drop down box and choose **Delete**. A **Permanent Delete** dialog box opens. Click the **Delete** button if you want to permanently delete the message from the Course Mail Inbox.
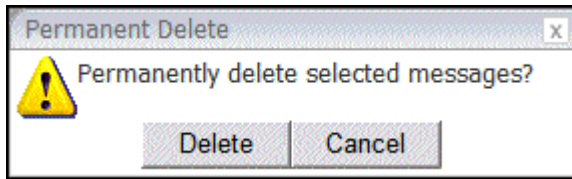
Viewing Who has Read or not Read a Message

Selecting the **Message Read By** option from the **More Actions...** drop-down list provides the user with a list of who has read the selected message. To view a list of who has read or not read the mail message perform the following:

1. Click the **Read and compose course mail messages** hyperlink.
2. Select the checkbox next to the mail message you want to check.
3. Select **Message Read By** option from the **More Actions...** drop-down list. The Message Read By page appears.
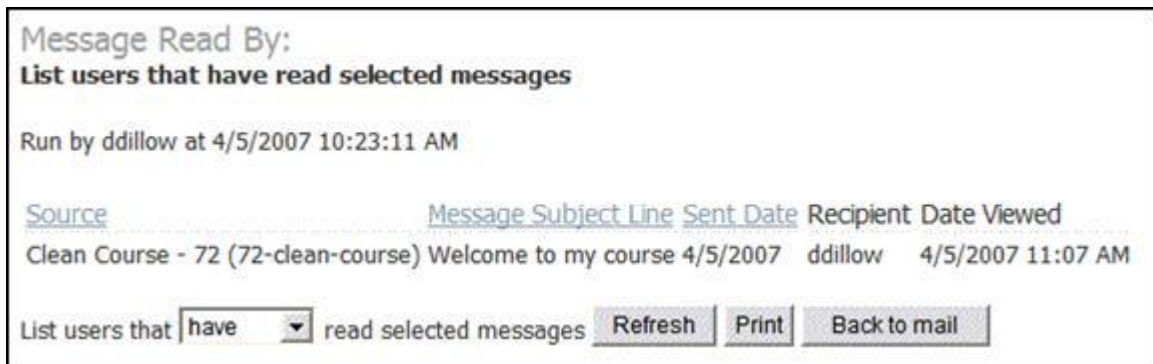
- o Optionally select **have not** from the *List users that* drop-down list.
- o Click the **Refresh** button.
- o To return to course mail, click the **Back to mail** button.

**Course Mail – Sorting and Viewing Messages**

In this Tutorial:

- **Sorting by Column Headers**
- **Selecting Messages from My Folders**

- **Showing Messages by Personal or Course**

Sorting by Column Headers

If you want to group Course Mail by column, you can drag a column header to the blue subject bar. A spinning **Loading** icon is the signal that the sorting is beginning and you have successfully moved the column into the new position.
The figure below shows the blue bar before dragging the subject column to the blue subject bar.
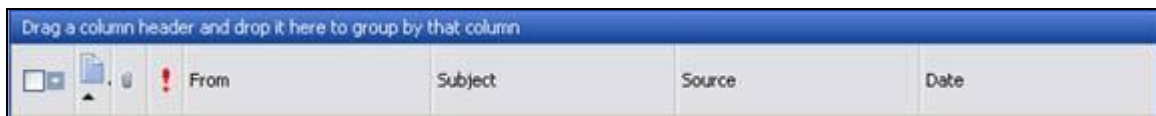
The figure below shows the blue bar after dragging the subject column. Note that messages are grouped by Subject.

To remove a grouping, drag the column on the blue bar, in this example **Subject**, from the blue bar back to one of the column headers.

Selecting Messages from My Folders

To select messages from the My Folders view, choose the folder containing the messages that you want to select.

- Within a folder view, click the **Menu** drop down box and the following window opens.

- o When the user clicks on one of the three options, the active folder view shows only those messages relevant to the command selected.

- o Select **All unread** messages. Selects all Unread Messages in the currently active folder.

- o Select **All read** messages. Selects all Read messages in the current folder.

- o Select all **With Files**. Selects all messages with a file attached.

Showing Messages by Personal or Course

To further sort and group messages, click the **Show All** drop down box and choose either **Personal** messages or course mail designated by the **Course Name**.

Course Mail – Working with Inbox Folders

In this Tutorial:

- • **Working with Inbox Folders**

- **Creating a Folder**
- **Renaming a Folder**
- **Deleting a Folder**
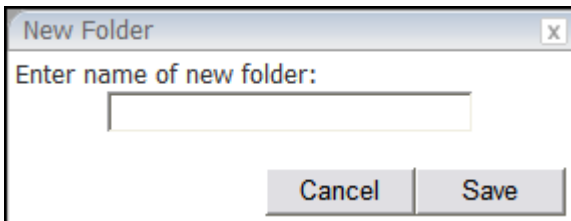- **Searching a Folder**

Working with Inbox Folders

The Inbox folders allow users to store Course Mail messages. Aside from the default System Folders, users can create, rename, and delete personal folders in the My Folders section.

Creating a Folder

To create a folder:

1. Click the **down arrow** next to My Folders. Choose **New** and the following window appears.

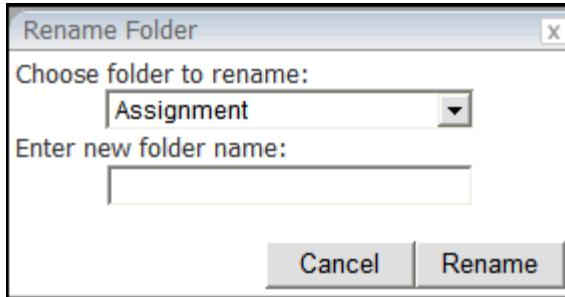1. Type the name of the new folder and choose **Save**.

 You can type up to 64 characters for a folder name.

- o The new folder appears under the My Folders blue bar in alphabetical order.

Renaming a Folder

To rename a folder:

1. Click the **drop down arrow** next to My Folders. Choose **Rename**. You see the following window.

```
Rename Folder                          x
Choose folder to rename:
   Assignment              ▼
Enter new folder name:
   [                              ]

                   Cancel    Rename
```
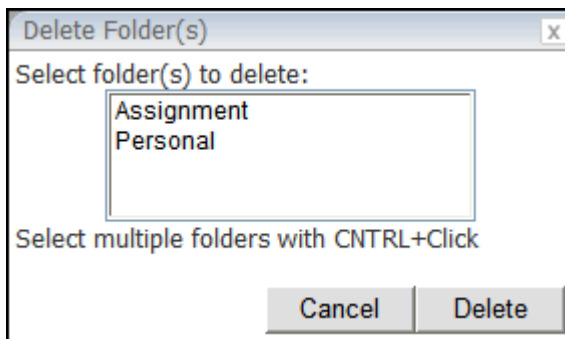
- o Click the drop down arrow under **Choose folder to rename:** and choose the folder to rename.

- o Type the new name for the folder.

- o Click the **Rename** button.

- o The renamed folder appears under the My Folders blue bar.

Deleting a Folder

To delete a folder:

1. Click the **drop down arrow** next to My Folders. Choose **Delete**. You see the following window.

```
Delete Folder(s)                       x
Select folder(s) to delete:
   Assignment
   Personal

Select multiple folders with CNTRL+Click

                   Cancel    Delete
```

- o Choose the folder to delete.

- o Click the **Delete** button.

- o The deleted folder is removed from My Folders.

Searching a Folder

To search a folder:

1. Choose the system or personal folder that you want to search.
2. Type the subject of the message in the Search Folder form.

- o   Click **Search Folder** button.
- o   The message window shows the search results.