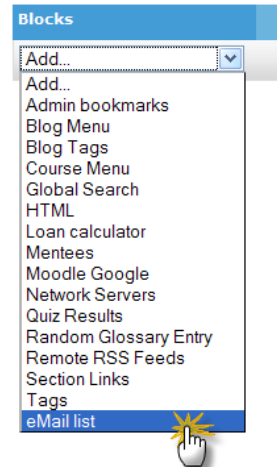


How to use the Moodle Mail Tool (Excerpts from the Online Learner Success course)

To add the Moodle Mail tool to your course:

1. select "Turn editing on" from your course page
2. locate the "Blocks" block (located on the right side lower area of your page)
3. select "eMail list" from the "Blocks" block drop-down list



About Moodle Mail

The Moodle Mail tool allows course participants to send email messages to others in the same course. Moodle Mail works similar to regular email with the exception that you cannot send messages to external email addresses (i.e., Yahoo or Hotmail accounts) and external email accounts cannot send email to Moodle Mail.

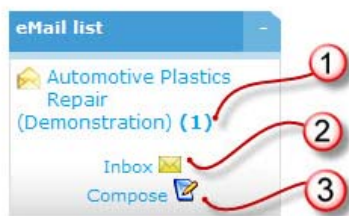
If Moodle Mail is available in your course, you will be able to send email to anyone in any course in which you're enrolled, even if mail isn't a component of that course. For example, if you're enrolled in course "A", and course "B" doesn't have Moodle mail installed, you can use Moodle Mail in course "A" to send mail to any participant in course "B". This tool also allows you to attach files to your messages, unlike the Message tool.

Moodle Mail works similar to regular email with the exception that you can't send to external addresses or forward mail to other email addresses.

Using Moodle Mail

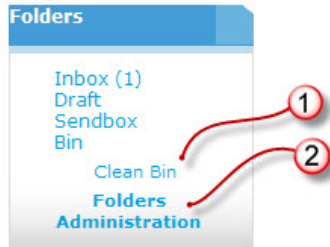
If available in your course, this tool is accessed from the Moodle Mail block. The block features three options:

1. Access to new messages - If you have new messages a link will appear along with the number of waiting messages. Select this link to view them.
2. Inbox - Selecting this link will take you to your Moodle Mail Inbox. Here you can view manage new and existing messages.
3. Compose - Selecting this link will open a screen in which you can compose a new message.



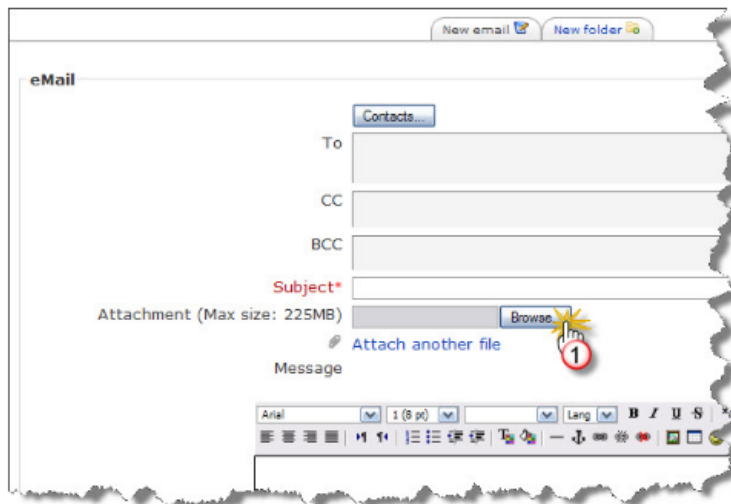
The Folders block

This block includes the following folders: Inbox, Draft, Sendbox, and Bin. The “Clean Bin” feature is used to clean out your old email. The “Folder Administration” feature is used to organize your emails by editing/adding folders.



Adding Attachments:

The Browse button (1) in the Compose or Reply windows will allow you to send attachments with your Mail messages. Select the “Attach another file” link to add additional attachments if needed.



NOTE: It is recommended that you attach files that are saved as RTF, PDF, or HTML formats so they can be opened by most word processors or be viewed in a web browser.