TO SEND COURSE MAIL:

1. Click Course Mail on left.

2. To compose a new message, click create message.

3. Click TO.
4. Choose recipients:
   a. Click name or use shift key and highlight a group of names.
   b. Click arrow right to place selected recipients on right side.

5. Enter subject and Message.
6. Click submit in lower right corner

TO CHECK COURSE MAIL:

1. Click Inbox.
2. Click message.