

## Email

### *Introduction*

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The Email tool in DC Connect is used to communicate with your students, either individually or in bulk.

**NOTE:** The Email tool is configured to be *send-only* email, which means that you are able to send messages, but all further email correspondence will take place in Outlook (for faculty) and DC Mail (for students).

### *Content*

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This document covers the following topics:

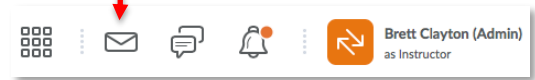
- Accessing the Email Tool
  - Accessing the Email Tool from the Minibar
  - Accessing the Email Tool from Within a Course
  - Accessing the Email Tool from Links and Icons
- Adjusting Email Settings
- Emailing Students
  - Using the Address Book
  - Composing a Message
  - Sending a Class Wide Email
- Viewing Your Sent Mail

## Accessing the Email Tool

The Email tool may be accessed by several different methods, and your experience may be slightly different depending on how you access the Email tool.

### Accessing the Email Tool from the Minibar

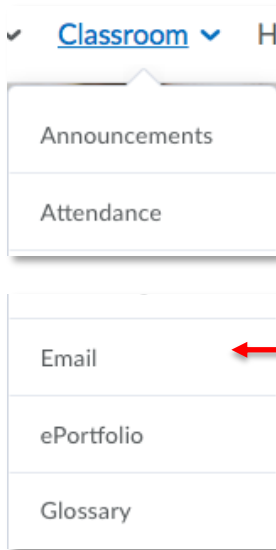
From the Minibar, you can click on the **Messages** icon near the top-right corner of the screen...



... followed by the **Go to Email** link.



### Accessing the Email Tool from Within a Course



The Email tool can be accessed from within a course by selecting the **Classroom** option on the Navbar, then clicking **Email**.

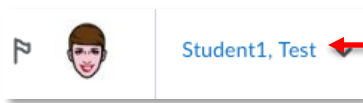
This is the recommended way to access the Email tool, as the Address Book will automatically filter the list of students to match the students in your class.

### Accessing the Email Tool from Links and Icons

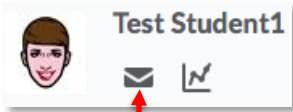
The Email Tool can also be activated by clicking on links or icons within several other DC Connect tools.

Selecting students from your class list and clicking the **Email** link.





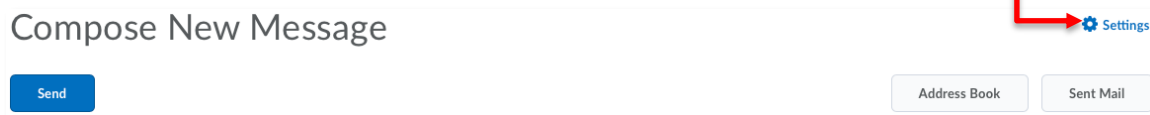
Clicking on a student's name in the class list or folder submissions of the Assignments tool.



Clicking on the envelope icon in the Evaluate Submission view of an Assignment Submission Folder.

## *Adjusting Email Settings*

You can adjust some settings related to DC Connect settings by clicking on **Settings** in the DC Connect Email tool. This option appears at the top-right of the screen.



It is not necessary to view or adjust any of these settings, although some instructors may want to access Settings to create an Email Signature.

The settings you can adjust are as follows:

- **Save a copy of each outgoing message to the Sent Mail folder** - It is strongly recommended that you keep this box checked.
- **Send a copy of each outgoing message to [your.name]@dcfaculty.mycampus.ca** - This will route a copy of all of your messages to your Outlook account, which may be useful.
- **Email Signature** - This will allow you to set up an automatic signature for all of your DC Connect email. Note that this will be the same amongst all of your courses, and there is no option to set up more than one signature.
- **Show external email addresses in the Address Book** - This box must remain checked to allow you to properly email students.

If you make any changes to your settings, make sure you click the **Save** button at the bottom of this page.

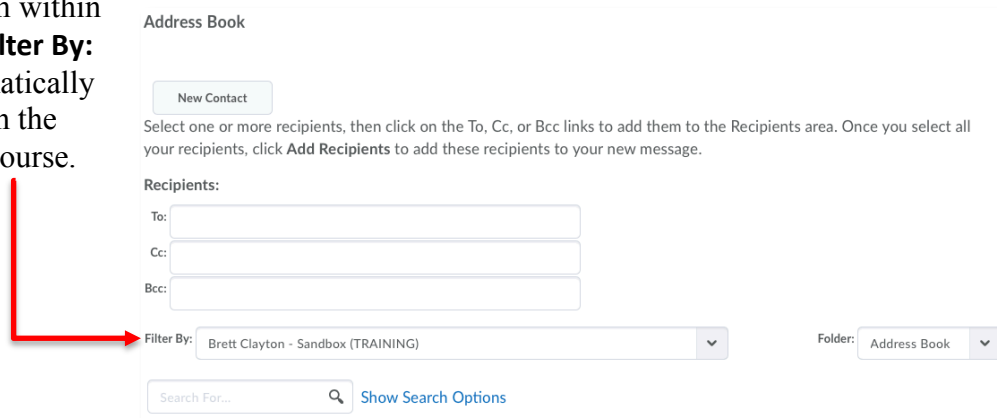
# Emailing Students

## Using the Address Book

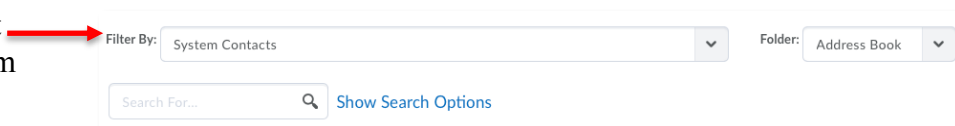
After accessing the Email tool, you will immediately be on the **Compose New Message** screen. As with any email, you must choose whom to send it to. You can manually enter email addresses on the **To:**, **Cc:**, or **Bcc:** lines, but it is best to use the Address Book. Click on the **Address Book** button to access this.



If you accessed the Email tool from within a course, the **Filter By:** box will automatically be filled in with the name of your course.



If not, then it most likely says “System Contacts”.



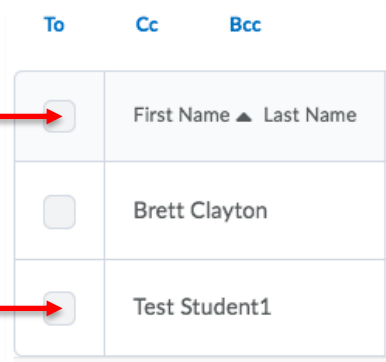
The **System Contacts** filter includes *everyone* who uses DC Connect – it’s strongly recommended that you change the **Filter By:** box to match the course you are sending an email about.



You may also want to adjust the **per page** box to **200**, to ensure that you can select all of your students when you are choosing the recipients for your message.

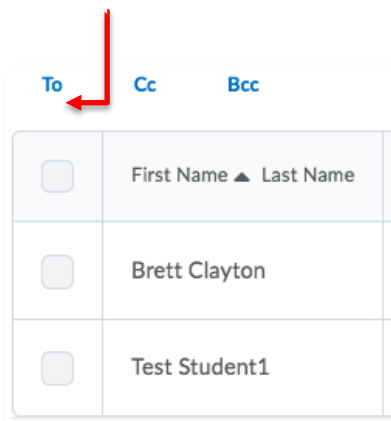
To add to the list of recipients, you may check the box in the top left above the list of contacts to select all of them.

You can also select individuals by checking the boxes next to their names.



<input type="checkbox"/>	To	Cc	Bcc
<input type="checkbox"/>	First Name ▲ Last Name		
<input type="checkbox"/>	Brett Clayton		
<input type="checkbox"/>	Test Student1		

]Once you have selected the users who you would like to send the message to, click the **To**, **Cc** or **Bcc** links to transfer their names to the desired recipients field.



<input type="checkbox"/>	To	Cc	Bcc
<input type="checkbox"/>	First Name ▲ Last Name		
<input type="checkbox"/>	Brett Clayton		
<input type="checkbox"/>	Test Student1		

**NOTE:** If you skip this step, your message will not have any recipients!

Click the **Add Recipients** button to return to the **Compose New Message** screen.



## Composing a Message

### Compose New Message

Send

To: cafedemo@dcmail.ca x

Add CC or BCC

Subject

Body

Paragraph B I U

It is recommended that you fill out the **Subject:** box with a description of the message.

If you expect students to contact you via email, keep in mind that all emails will be routed to your Outlook. It is a good idea to ask students to include specific information in their Subject lines, like perhaps the CRN of the course they have with you. This will allow you to identify the students who contact you.

Below, you can write your message in the HTML editor. In addition to the basic text writing and formatting options, the HTML editor allows you to format your message to look a certain way, insert images, insert links, and embed video (such as YouTube).

**NOTE:** Further explanation of the **HTML Editor** can be found in the **HTML Editor** handout available on the C.A.F.E. website.

If you would like to attach a file, click **Upload** and navigate to the file on your computer you wish to upload.

Multiple files can be added to an email using this step.

Attachments

Drop files here, or click below!

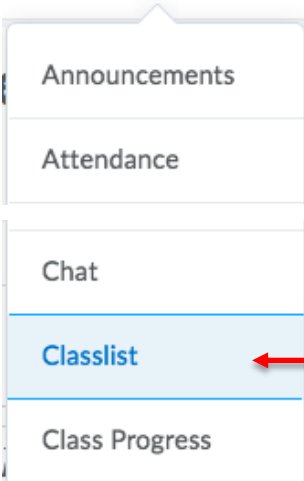
Upload Record

Choose Existing

Finally, click the **Send** button at the top of the page to send this message.

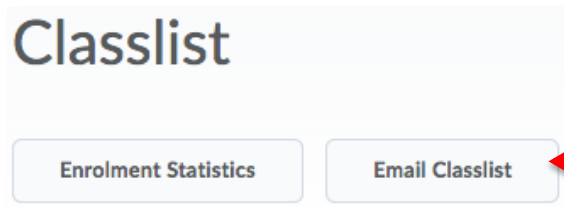
## Sending A Class Wide Email

Classroom ▾ Home



The simplest way to email your entire class is to use the Classlist.

Select the **Classlist** option from the available course navigation.



To write an email to your *entire* class, click the **Email Classlist** button at the top of the Classlist page.

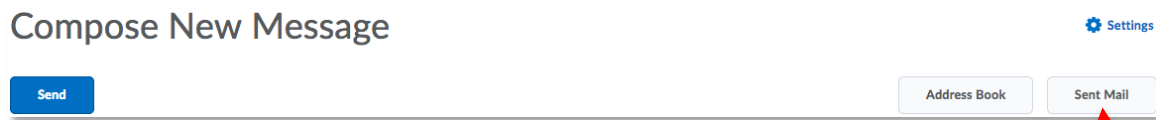
Scroll to the bottom of the Email Classlist page and click the **Send Email** button.



**NOTE:** When composing email to multiple students (or the entire class) the student email addresses are automatically input into the BCC: field.

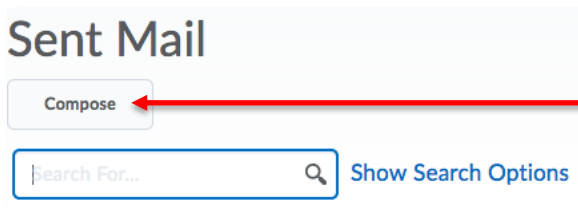
## Viewing Your Sent Mail

A Sent Mail folder is available in the DC Connect Email tool, which can be used to verify whether something has been sent or not, and to make it easier to re-send something if needed.

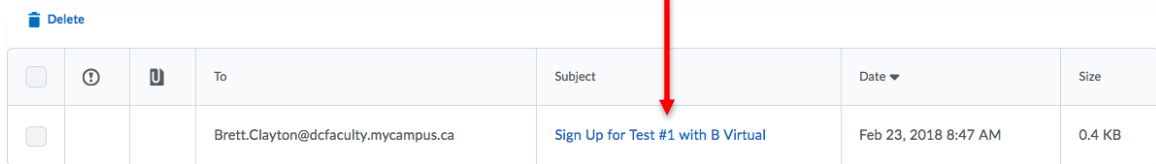


At the top of the Compose New Message screen, there is a **Sent Mail** button. Clicking this will allow you to view your sent messages.

From the Sent Mail screen, you can click on the **Compose** button to return to the Compose New Message screen.



You can also review your list of sent messages, and view specific messages by clicking on the **Subject** for that message.



Delete						
<input type="checkbox"/>			To	Subject	Date	Size
<input type="checkbox"/>			Brett.Clayton@dcfaculty.mycampus.ca	<a href="#">Sign Up for Test #1 with B Virtual</a>	Feb 23, 2018 8:47 AM	0.4 KB