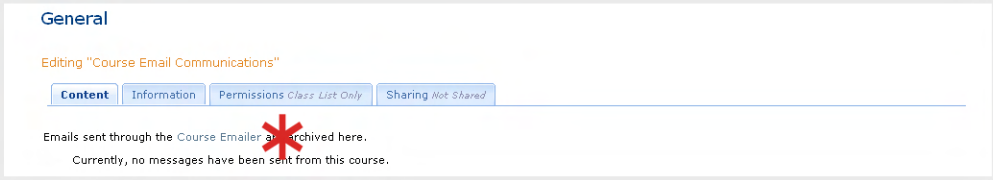
Course Email Communications

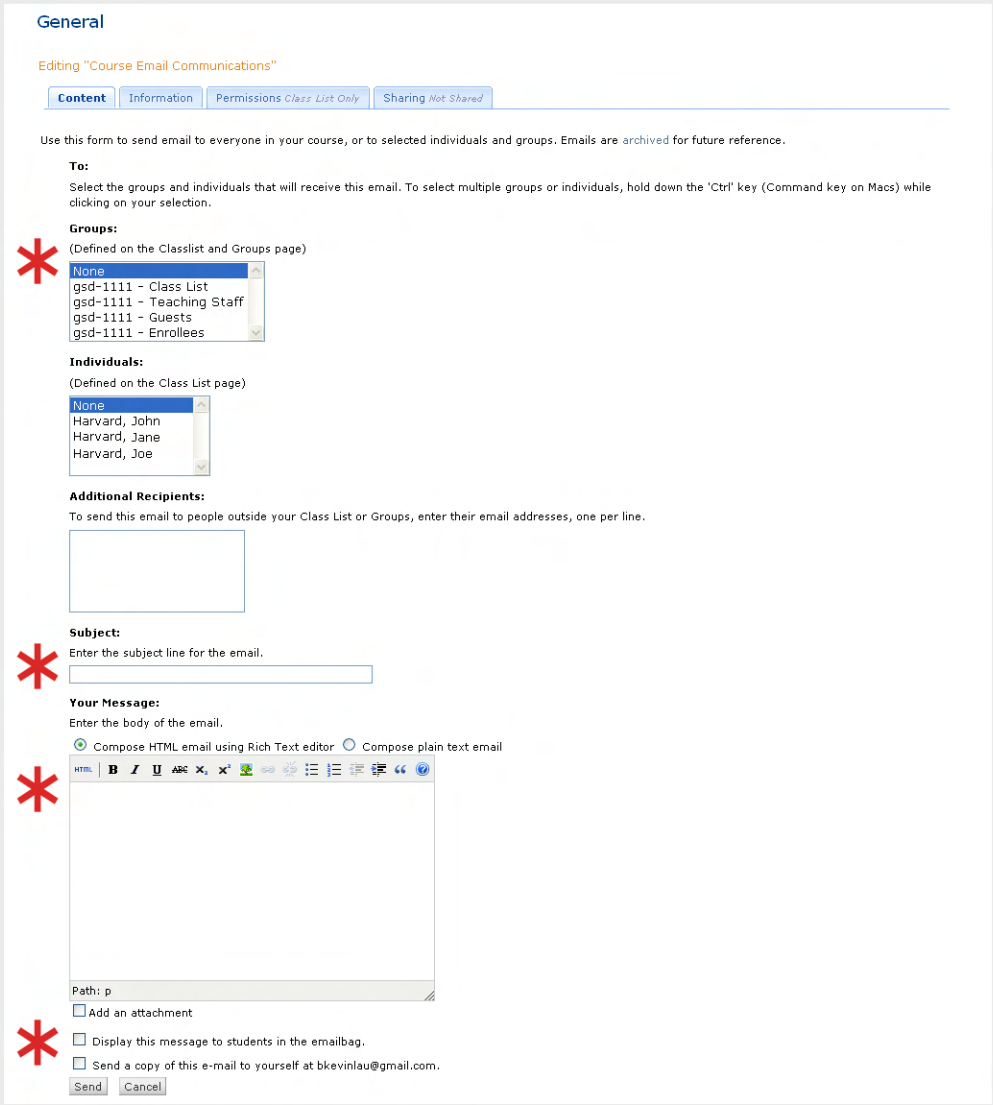
Note for Instructors and TFs: Authentication with an HUID/PIN is Required

1. Select the ***Home -> Course Emails*** page.
2. To send an email, select the topic box pencil icon.

3. Click on *Course Emailer.*



4. Select the course members to whom you would like to send an email; enter the subject and text of the email.
5. To post a copy of your email on the course site, select the "Display this message to students in the emailbag."



* *Keep attachments below 10 MB. Only course administrators can send out course emails.*