

# Learning Management System user guide: Email

Email can be sent to members of a subject or community via the Email tool. This feature facilitates selective communication with various combinations of student and staff users based on their role in the subject or community.

Email will be sent to users' University of Melbourne email addresses and will show the University email address of the sender. Any replies to these email messages will be received via the sender's usual email system, not the LMS. The only records of email sent from the LMS are the copy automatically sent to the sender, and the return receipt showing recipient details, if requested.

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## SENDING AN EMAIL

1. In the *Control Panel* of your subject, select **Send Email** from the *Subject Tools* module.
2. On the *Send Email* page, select the users to receive the email.

NB: To select single users, multiple users or groups, click on the names in the *Available to Select* box and click on the right arrow to move these names into the *Selected* box.

1 Email Information

To

Available to Select		Selected
Prac group 1 Prac group 2 Prac group 3	▶ ◀	Prac group 4
<input type="button" value="Invert"/>		<input type="button" value="Invert"/>

3. Enter your email subject in the *Subject* field. The LMS subject identity code will be added as a prefix to the subject line.
4. Enter the email text in the *Message* field.
5. Select the *Return Receipt* check box if you wish to receive a copy of the email that lists the email recipients.

NB: The sender will automatically receive a copy of the email, without the list of recipients, if the Return Receipt isn't selected.

6. To attach a file to the email, click **Attach a File** and browse for the file on your computer.
7. Click **Submit** and then **OK** on the following receipt page.

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