

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.

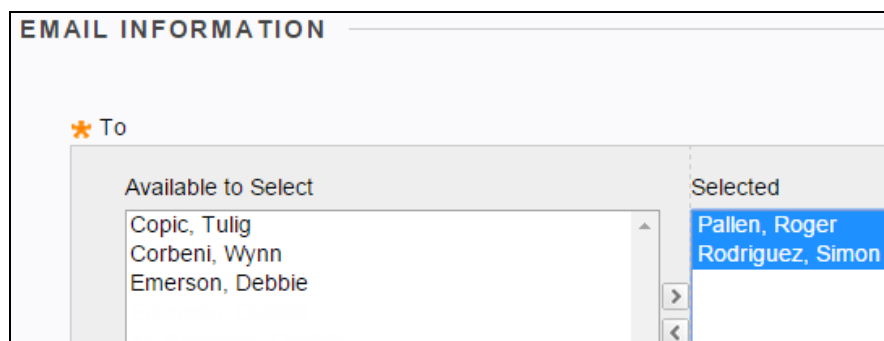
Email will be sent to users via their University of Melbourne email address, but they will not be able to see the names of other recipients of the same email. The address of the sender will show their University email address. Any replies to email messages will go to the person's University email account 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.

The information below describes the process to send email as a staff member. This tool can also be added to a content page or made available via groups pages. When either of these options is selected, students are also able to use the Email tool to communicate with subject members.

1. From the *Control Panel* select *Subject Tools*, **Send Email**.
2. On the *Send Email* page, select the predefined user group to receive the email e.g. All Users, All Groups, All Student Users, All Tutor Users, All Coordinator Users; OR
To send an email to particular user/s, select **Single/ Select Users**; OR
To send an email to a particular group/s, select **Single/ Select Groups**.

Notes: If you select **Single/ Select Users** or **Single/ Select Groups** you will need to select the users to receive the email. Click a name then click the arrow (in centre) to move from one side to another as needed.

Only groups that are available to students will be available to select from the **To** list.



EMAIL INFORMATION

* To

| Available to Select | Selected |
|---------------------|------------------|
| Copic, Tulig | Pallen, Roger |
| Corbeni, Wynn | Rodriguez, Simon |
| Emerson, Debbie | |

3. Enter the title of the email in the *Subject* field.
Note: The LMS subject name will automatically be added as a prefix to the subject line when the email is sent.
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 also lists the email recipients.
Notes: The sender will automatically receive a copy of the email, without the list of recipients, if the *Return Receipt* isn't selected. Recipients are not able to see the names of other recipients. *Return Receipt* is not available to students using the email tool.
6. To attach a file to the email, click **Attach a File** and browse for the file on your computer.
7. Click **Submit**.

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lms-guides@lists.unimelb.edu.au

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