

## SEND EMAIL

### Overview

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Instructors can send email to individuals who participate in the course from the Send Email page. Emails can be sent to individual users or to groups of users within the course, such as all Teaching Assistants.

Instructors cannot send email to others via the Internet with the Send Email function.

### Find this page

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Click **Send Email** in Course Tools on the Control Panel to open the Send E-mail page.

### Functions

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The following functions are available from the Send email page:

FUNCTION	DESCRIPTION
All Users	Sends email to all users in a specified course.
All Groups	Sends email to all of the groups in a specified course.
All Teaching Assistants	Sends email to all of the Teaching Assistants in the course.
All Instructors	Sends email to all of the Instructors in the course.
All Observers	Sends email to all of the Observers for a specified course
Single Users / Select Users	Sends email to a single user or select users in the course.
Single Groups / Select Groups	Send email to a single group or select groups in the course.
Single Observers / Select Observers	Send email to a single Observer or select Observers in the course.