

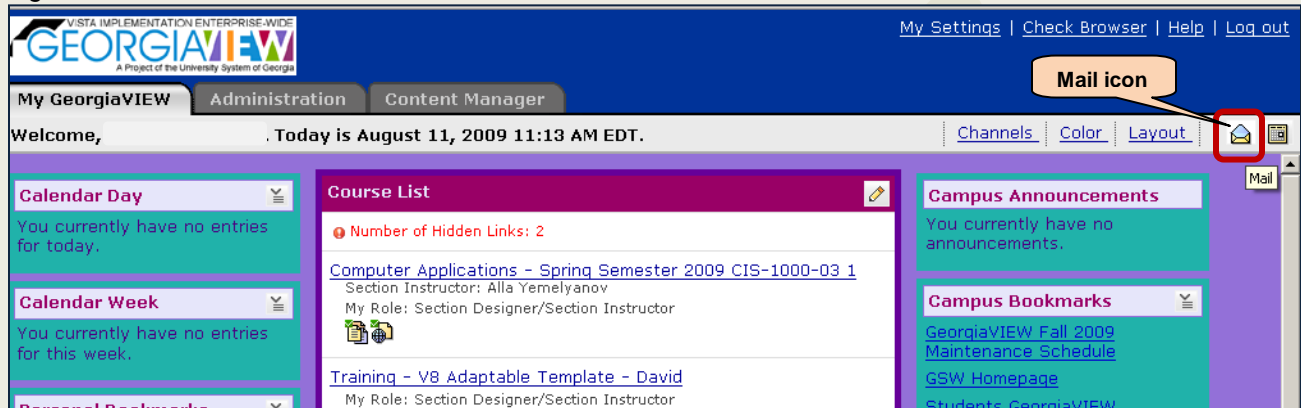
GeorgiaVIEW Mail Tool

The GeorgiaVIEW **Mail** tool allows users to communicate with each other within a specific class. This is the one of the main communication channels between an instructor and students.

Please note: that this tool is for use within your course only. You cannot send emails to external accounts.

However, you can enter at once your mail for all courses that you are enrolled in by clicking the **Mail icon** at the top right side of the GeorgiaVIEW screens (Figure 1).

Figure 1



Click on any course link, and it will bring you to the Mail page of that specific course (Figure 2).

Figure 2

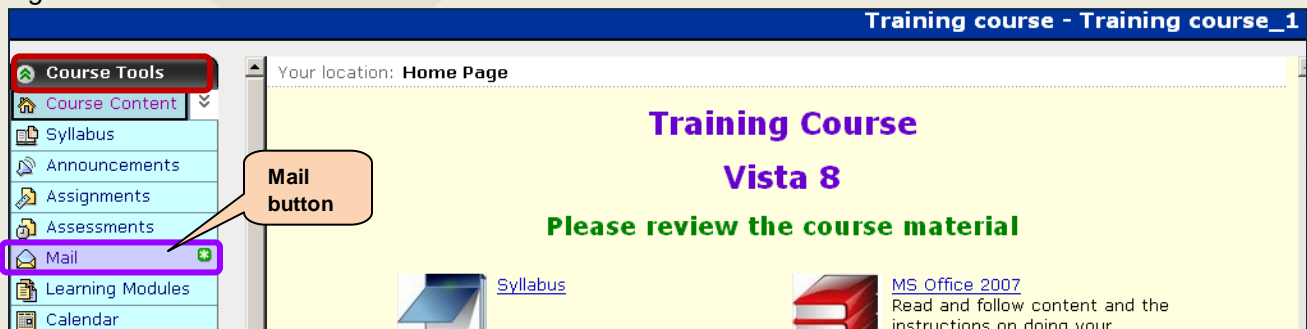


Mail tool for each class contains a recipient list that is automatically created based on students' enrollment.

1. To get the **Mail** tool for the specific course, click the course link in your **Course List** in GeorgiaVIEW. In the **Course Tools** menu, click the **Mail** button (Figure 3).

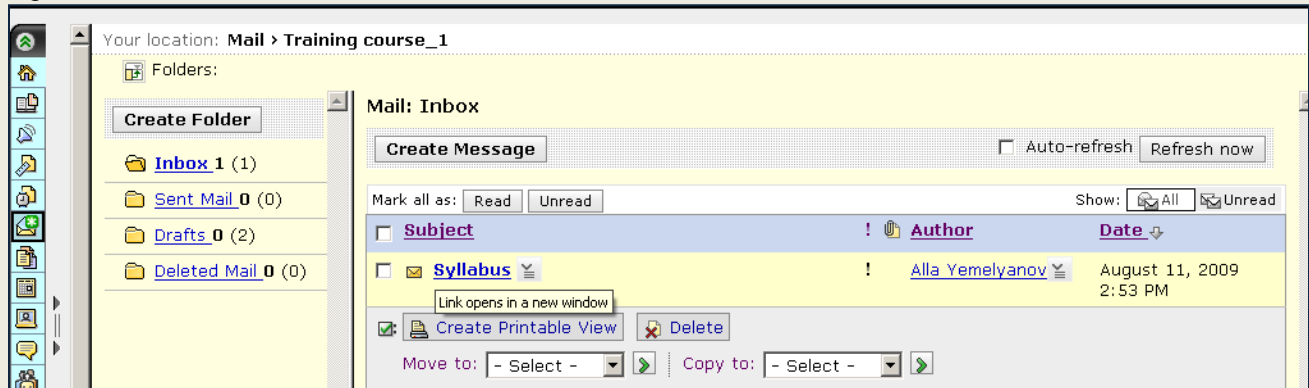
Note: the green asterisk in the button means that you got a new e-mail.

Figure 3



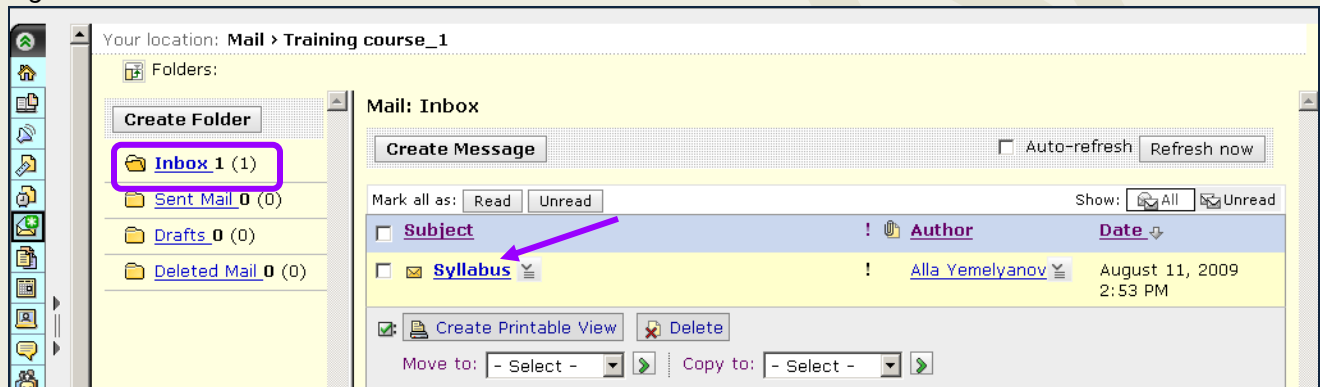
The **Mail** page will appear on your screen (Figure 4).

Figure 4



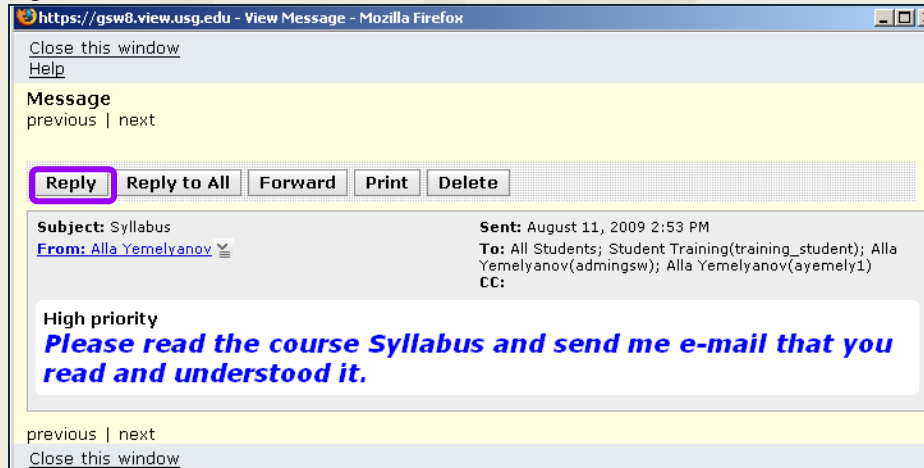
1. To view the message, click the **Inbox** folder. All messages will be displayed. If you want to **read the message**, click the link for the message (Figure 5).

Figure 5



The message will be displayed on the pop-up window (Figure 6).

Figure 6



2. To **reply** to the message, click the **Reply** button (Figure 6). Type in the response in the **Message:** field on the **Create Message** window and click the **Send** button.

3. To **create and send a message**, click the **Create Message** button (Figure 7). The **Create Message** windows will pop up (Figure 8).

Figure 7

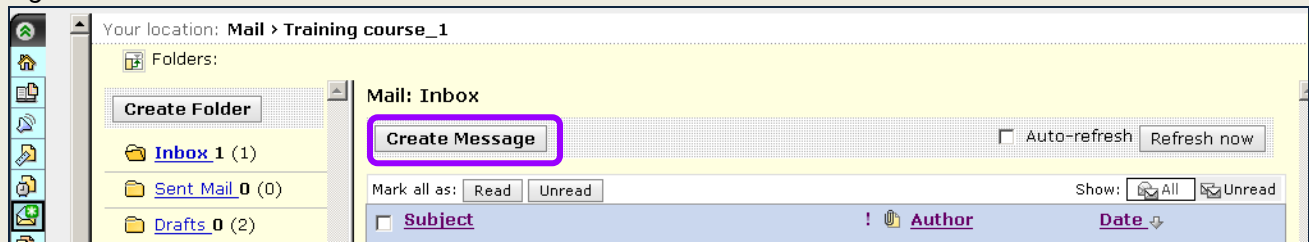
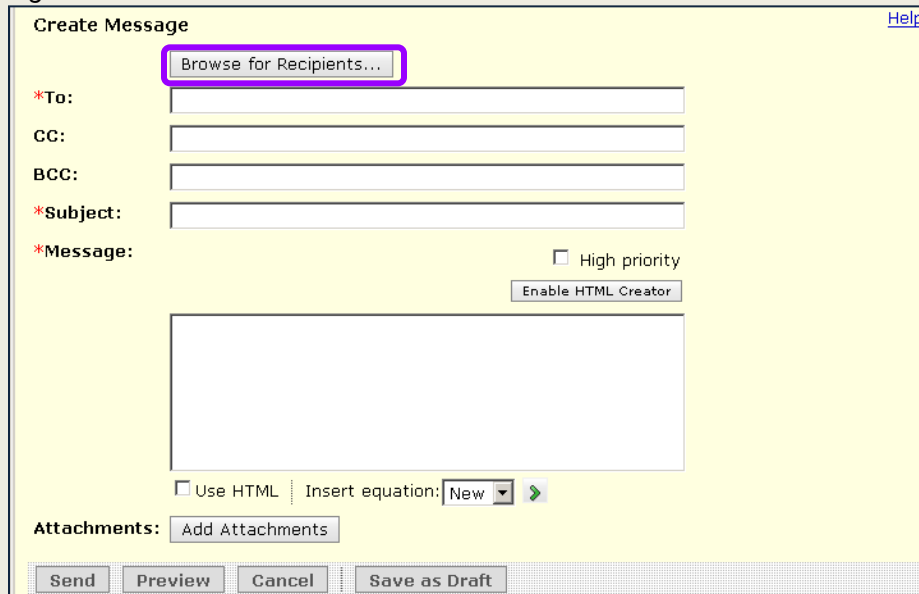


Figure 8



4. You can enter recipient(s) into **To:** field by doing the following:
 - a. Enter recipient's name. Use semicolon to separate multiple names.
 - b. The best way is to click the **Browse for Recipients...** button (Figure 8). On the **Select Message Recipients** pop-up window, select the recipients and click the **Save** button (Figure 9).

Figure 9

Select Message Recipients

Select Roles

<input type="checkbox"/> To	<input type="checkbox"/> CC	<input type="checkbox"/> BCC	Role Description
<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	All Section Instructors
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	All Section Designers
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	All Teaching Assistants
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	All Students
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	All Auditors

Select Individuals and Groups

<input type="checkbox"/> To	<input type="checkbox"/> CC	<input type="checkbox"/> BCC	Name
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Final Project 1 ()
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Final Project 2 ()
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Final Project 3 ()
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Final Project 4 ()
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Final Project 5 ()
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	PowerPoint Project (Student Training)
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Student Training
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Alla Yemelyanov
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Alla Yemelyanov

Save Cancel

5. You have to fill out all required fields on the screen. Enter a subject into the **Subject** field and type in your message. You may choose to send the message as urgent and highly important: put a check mark in a **High priority** box. You also may add attachment to your message by clicking the **Add Attachments** button (Figure 10). Then you can preview and send the message, save it as a draft, or cancel it.

Figure 10

Create Message [Help](#)

Browse for Recipients...

*To: All Section Instructors

CC:

BCC:

*Subject: Syllabus

*Message: high priority
Enable HTML Creator

I have read and understood the course Syllabus.
John Doe

Use HTML Insert equation: New >

Attachments: Add Attachments

Send Preview Cancel Save as Draft

* Required field

- To add attachment to the message, click the **Add Attachments** button. The **Get Files** pop-up window will appear. Click the **My Computer** button (if you store your file on your computer) (Figure 11), locate the file on the Open pop-up window and click the **Open** button. The attachment will be added to the message.

Figure 11

