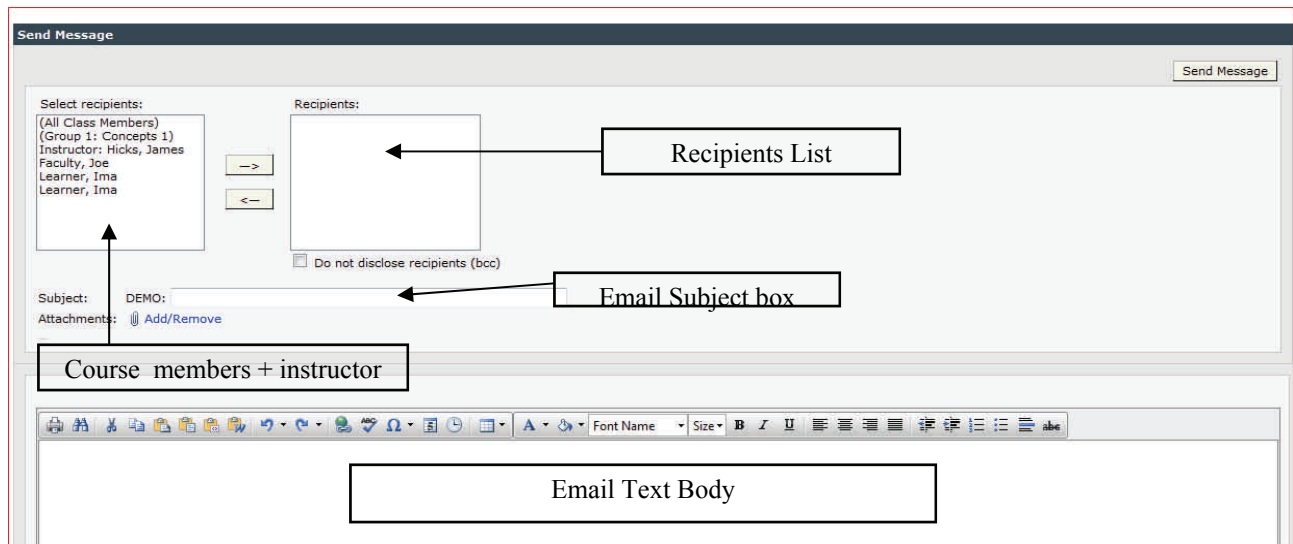
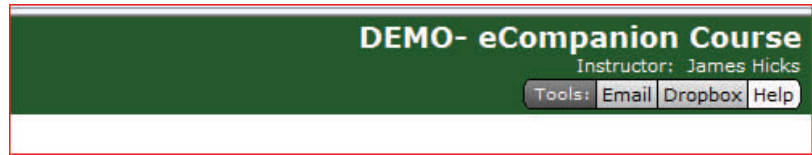


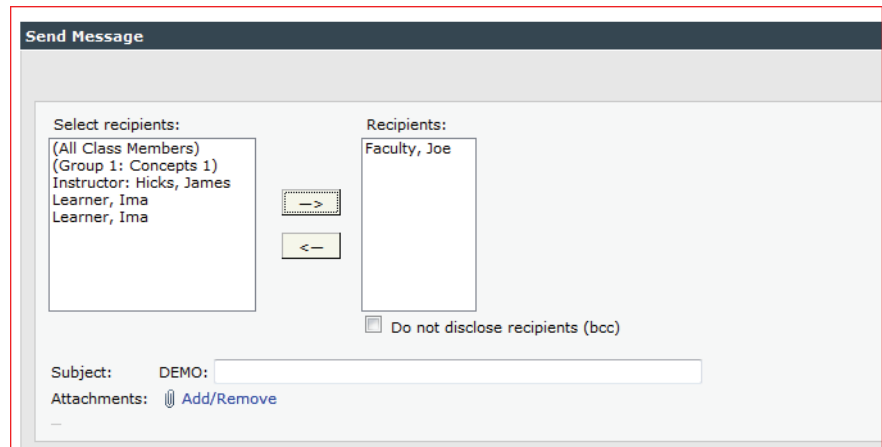
eCollege Course Email

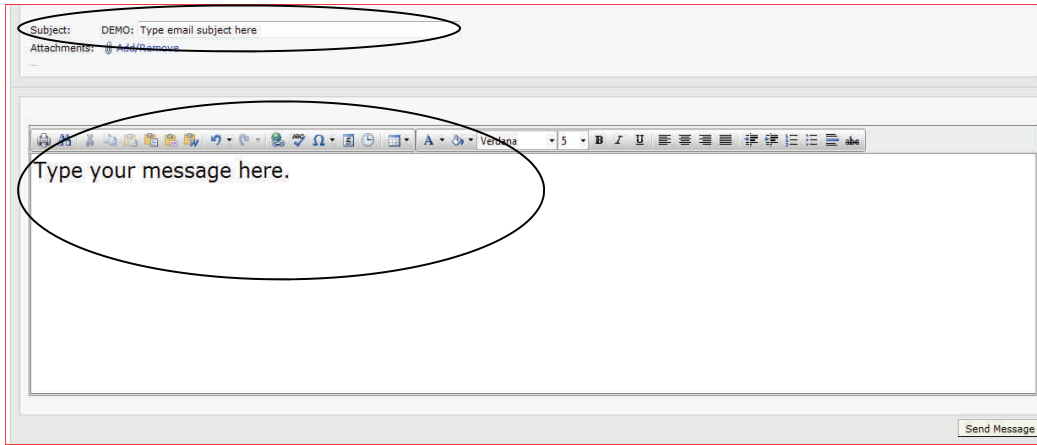
All courses in eCollege have an email utility. This is used to communicate with your instructors and other members of the class. It may be used only to communicate with your those who are enrolled in the course.

The course email is located in the upper right hand corner of the course screen.



To send an email to a course member click on the intended recipient to highlight then click on the right arrow →
To move the recipient to the Recipient Box on the right. Repeat for additional recipients or hold the Ctrl key down while highlighting multiple recipients then move as a group to the right side.

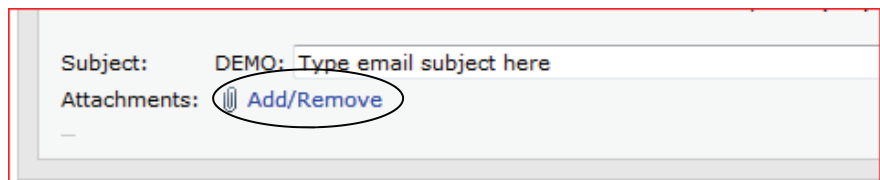




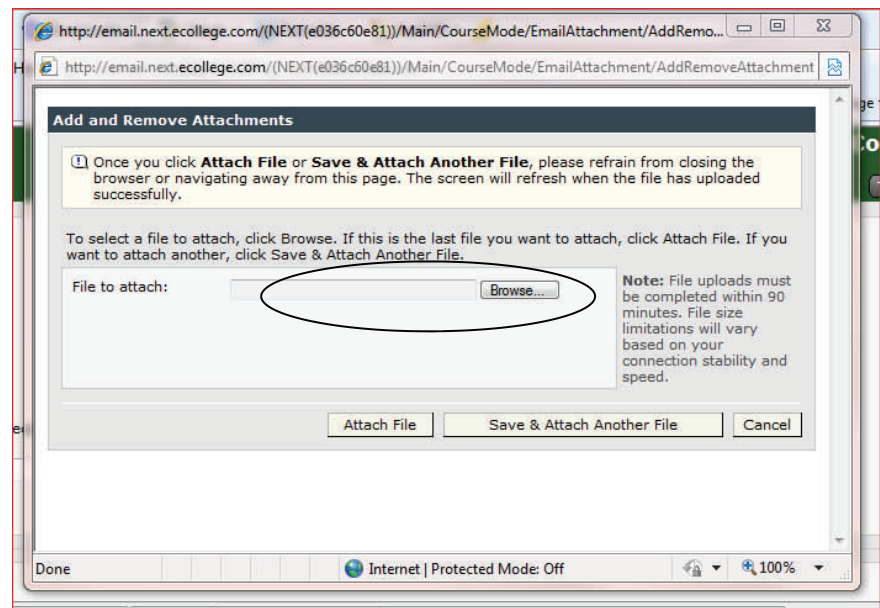
Type the subject of your email in the subject dialog box and your message in the visual text editor. Click 'Send Message' when complete.

Adding an attachment to your email.

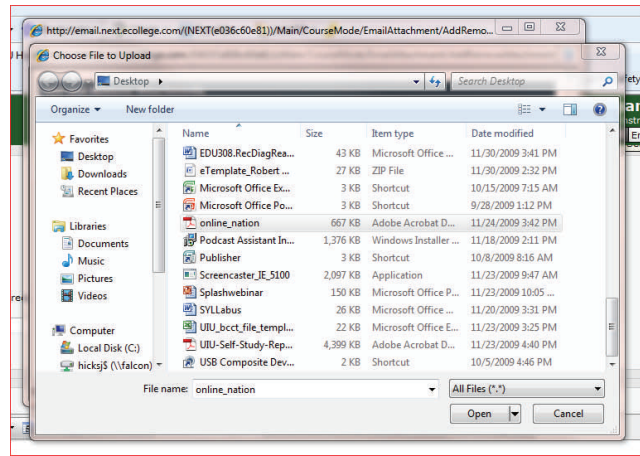
You may add attachments to your emails by clicking on the 'Add/Remove' attachments immediately under the subject box.



A popup window with a 'Browse' button will appear. Clicking the browse button will show you the files on your computer.



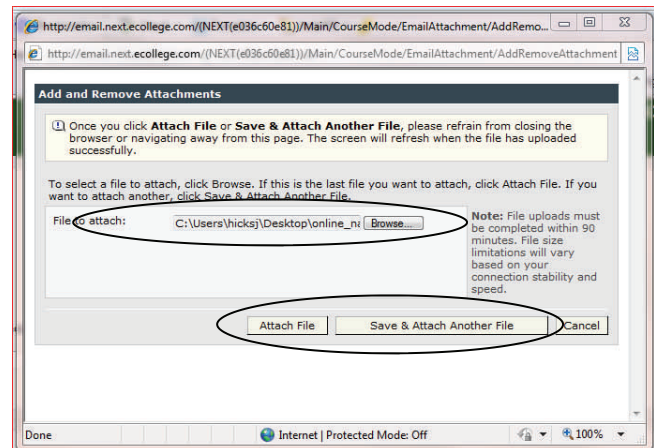
Locate the file you wish to attach to the email and click on the file to highlight. Click 'Open' to choose the attachment.



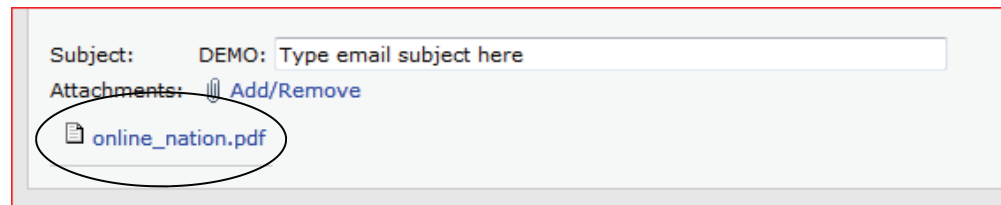
The file will be added to the attachment dialog box. Click 'Add file' to attach the file to the email.

Or;

To add an additional attachment click 'Save & Attach Another File'



Your attachment filename will appear next to the paperclip attachment symbol immediately below the Subject area of the email if the attachment was successful.



Send your email with subject, text body, and attachment by clicking 'Send Message'

All common file formats can be handled by email attachment and is limited to 10 MB file size.