SEND EMAIL IN ULEARN



Students can send email from ulearn to all other students, a selected group of students, or the instructor in a course. All email sent through ulearn goes to the users' JWU email account.

Instructions

1. Click Mail in the course menu.

Mail 🔶	_
Student Help	

2. On the Send Email page, several options exist for selecting who you want to send email to. Select the appropriate option.

All Users
All Groups
All Teaching Assistant Users
All Student Users
All Instructor Users
All Observer Users
Single / Select Users
Single / Select Groups

3. If you select an option that begins with "single/select", you must select specific students or groups that will receive the email. Select a name/group from the Available to Select box on the left and use the right arrow to move that name/group to the Selected box on the right.





Available to Select	Selected
Diane	

4. Enter a subject, message, attach a file, or select a return receipt if desired.

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Subject					
Message					
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Path: p					
A copy of this email will be sent to the sender. Return Receipt					
Attachments	Attach a file				

5. Click Submit.

