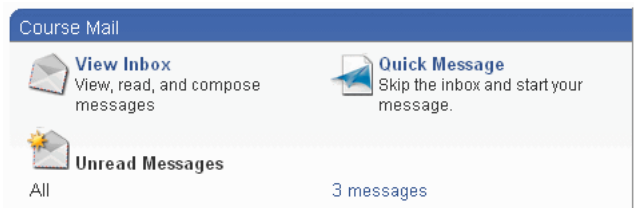


## Five Things You Should Know about the Course Mail Tool

The **Course Mail** tool allows students and instructors to correspond with each other without requiring the use of Internet e-mail accounts. It provides access to the new HTML editor, supports adding attachments and forwarding to Internet e-mail addresses, and allows the sender and recipients to monitor who has read a message.

Here are five things you should know about using the **Course Mail** tool:

1. You can access mail from any course or group from the **Communicate** tab within a course or via the **Course Mail** component on your **My Profile** page. You have three options with the component: 1) **View Inbox**: view read, and compose messages for all your courses and groups; 2) **Unread Messages**: to go directly to messages you may not have viewed; and, 3) **Quick Message**: which allows you to skip your inbox and go directly to the Compose Message form.
2. Manage all ANGEL mail by creating folders and archiving mail on the Course Mail page. The **My Folders** option enables you to create custom folders to store your mail. This can be by course or course section, by topic, by whatever way works for you. If your mail window is slow to load it may be because there is a large amount of mail in your inbox. The archiving tool, located under your folders, allows you to quickly move mail from your inbox into other folders and increase performance.
3. The **User Course Mail Preferences** tool allows you to set your message preferences, signature options, and editing options. **Message Preferences** allows you to select your default format (HTML or plain text), font preference, display preference, forwarding options, and signature preference, including personalized signatures and course-specific signatures. You can access mail preferences by selecting the **Preferences** link located in the upper right corner of your mail inbox.
4. The **Course Mail Settings** tool allows course editors to modify sender rights for all users in a course. Editors can restrict who can forward mail to Internet e-mail accounts, send mail to faculty or students, send mail to teams or individuals, or reply to all. Additionally, you can automatically have mail forwarded to external Internet e-mail accounts by selecting the **Send a Copy to Each Recipient's Internet Email** option. **Note:** By default, students do not have the option to forward mail. The editor must explicitly give them this right.
5. If the editor chooses to forward a copy of a mail message from ANGEL externally, by default the copy will be forwarded to the recipient's Penn State e-mail account. However, anyone can also select to have a copy of their mail forwarded to a non-Penn State e-mail address by adding the additional e-mail address to their forwarding address option. To do this click on the **Preferences** icon (the silhouette on the left-hand side), select **System Settings** and scroll down to **Mail Settings**. **Note:** Although you can forward a copy of a message to an external account the original message remains within the course. Also, you cannot reply or send mail from an external e-mail account into ANGEL.



Course Mail component

## To Find out More about Course Mail

To learn more about this and other topics related to ANGEL, Penn State's Course Management System, check out the ANGEL Community Hub at <http://ets.tlt.psu.edu/angel/>.