Send Email

1. Click the Email tool.

2. Select recipients in the To: field by check marking the box.
   a. “All” – send email to every member of the course site
   b. “Roles” – send email only to members with certain roles
   c. “Sections” – send email to certain sections of the site
   d. “Groups” – send email to select groups
   e. “Add Other Recipients” – type the email address of any additional members you would like to receive the message

3. Enter a Subject into the Subject: field.

4. Compose message in the text box.

5. Mark the “Send me a copy” box if you would like a copy of the message sent to your email address as well as to recipients’ email addresses.
6. Mark the “Add to Email Archive, visible to all site participants” if you would like a copy of the message saved in the Email Archive tool. **Please Note:** In order to utilize this feature, you must first add the Email Archive tool to your course site by following the steps above to add tools to your course site. If not saved or copied, there will be no record of the message being sent through Sakai.

7. Click **Send Mail**.

**Email Permissions**

By default, students will also be able to send email to all course participants by utilizing the Email tool. Permissions for all course site users can be updated by clicking on the **Permissions** button within the Email tool.