Send Messages

To send a message through your course in Sakai, first make sure you are in the correct course tab from which you would like to send the message.

1. Click on the **Messages** tool in the left tool menu.
2. Click **Compose Message** to send a new message.
3. Select participants to receive the message in the **To** field:
   - “All Participants” – ALL users in the course including instructors, TAs, and students
   - “Instructor Role” – all users listed as instructors in the course
   - “Student Role” – all users listed as students in the course
4. Check the **Send Cc** box to send a copy of the message to the recipients’ email address(es).
   **Please Note:** If this box is unchecked, users will only see the message in Sakai as a copy will not be sent through email.
5. Update the **Label** to **High** from the drop-down menu to ensure the message is received by all participants, including those who may have opted out of email notifications.
Messages in Sakai

Reply to Messages

Sakai Messages require that you be within the Messages tool to send and reply to a message as an email. Thus, if you wish to reply to a message received in your luc.edu email account, you will be required to go back into Messages through Sakai. **To reply to a message sent through email, simply click the link to your course at the bottom of the email message:**

“This forwarded message was sent via LUC Sakai Messages from the "HIST 206 001 F12" site. To reply to this message click this link to access Messages for this site: HIST 206 001 F12.”

**Please Note:** Notify students they must reply to messages using the Sakai Message tool or the message will not be received. Clicking the link takes you back to the Sakai login page (if you are not logged in). When you log in to Sakai, it takes you to the course in question and directly into the Messages tool.

1. Go to your Received folder.
2. Click on the message.
3. Select Reply and then click the Send Cc box to make sure the reply is emailed.
Messages in Sakai

Message Forwarding

You may select to have copies of messages in Sakai forwarded to your luc.edu email address. First, click on the Messages tool in the left tool menu.

1. Click Settings to update your message forwarding preferences.
2. Select Yes to “Allow sending copies to recipients’ email address(es).” – (instructor view only)
3. Select Yes to “Auto Forward Messages”.
4. Enter your “Email address for forwarding”.
5. Click Save Settings.