



## Using the Email Tool

Email sent with this tool does not appear in the course; it goes to the UNM Preferred email account. With this tool, your instructor will be contacting you at your [UNM preferred email](#) address.

A copy of email you send will be sent to your UNM email as well.

The screenshot displays the 'Send Email' interface in the UNM Learn system. The top navigation bar includes the UNM logo and the text 'Learn'. Below this is a 'Send Email' header with a home icon and a dropdown arrow. The main content area is titled 'Send Email' and contains the following options:

- All Users**: Send email to all of the users in the Course.
- All Groups**: Send email to all of the Groups in the Course.
- All Teaching Assistant Users**: Send email to all of the Teaching Assistant users in the Course.
- All Student Users**: Send email to all of the Student users in the Course.
- All Instructor Users**: Send email to all of the Instructor users in the Course.
- Select Users**: Select which users will receive the email.

The sidebar on the left contains the following navigation options:

- NMEL Course Designer 8 Week
- Course Home
- Syllabus & Contacts
- Announcements
- Course Dashboard
- Email **1**
- Discussions
- My Grades
- CAPS Online Services
- University Libraries
- How to Use Learn

Annotations in the image include:

- A red circle with the number '1' next to the 'Email' option in the sidebar.
- A red circle with the number '2' next to the 'All Instructor Users' option in the main content area.
- A box labeled 'To Send Email to Your Instructor' with an arrow pointing to the 'All Instructor Users' option.
- A box labeled 'either will work' with arrows pointing to the 'Email' option in the sidebar and the 'All Instructor Users' option in the main content area.



**Single / Select Users**

\* Indicates a required field.

Cancel Submit

**1. Email Information**

\* To

Available to Select Selected

1 Erlandson, Jane 2

Invert Selection Select All Invert Selection Select All

From Jane Erlandson (jane@unm.edu)

Subject

Message

to pick from the list; all course members would appear here

Again, if this is the communication tool in your course, all email will appear in your UNM **preferred** email account – you must check that regularly.

Need to change where that email goes? See <http://dss.unm.edu>.