



## CIE

### The Center for Instructional Excellence



▶ [Facilities](#)

▶ [Support](#)

▶ [Seminars](#)

▶ [Login](#)

▶ [External Resources](#)

▶ [About CIE](#)

▶ [Committees](#)

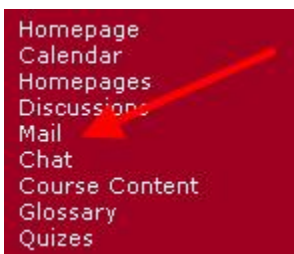
▶ [CIE Homepage](#)

## How To Send Mail in WebCT 4

This page will tell you how to send an email in WebCT 4.

### STEP 1:

First login to WebCT and enter one of your courses. Then click on the either the mail tools on the homepage or in course menu.



Mail

or

### STEP 2:

Click on the "Compose message"

Mail

[Compose message](#)

### STEP 3:

Select who you want to send the message to by clicking "Browse."

Compose Mail Message

Send to:

[Browse...](#)

[Paste records](#)

Subject:

**STEP 4:**

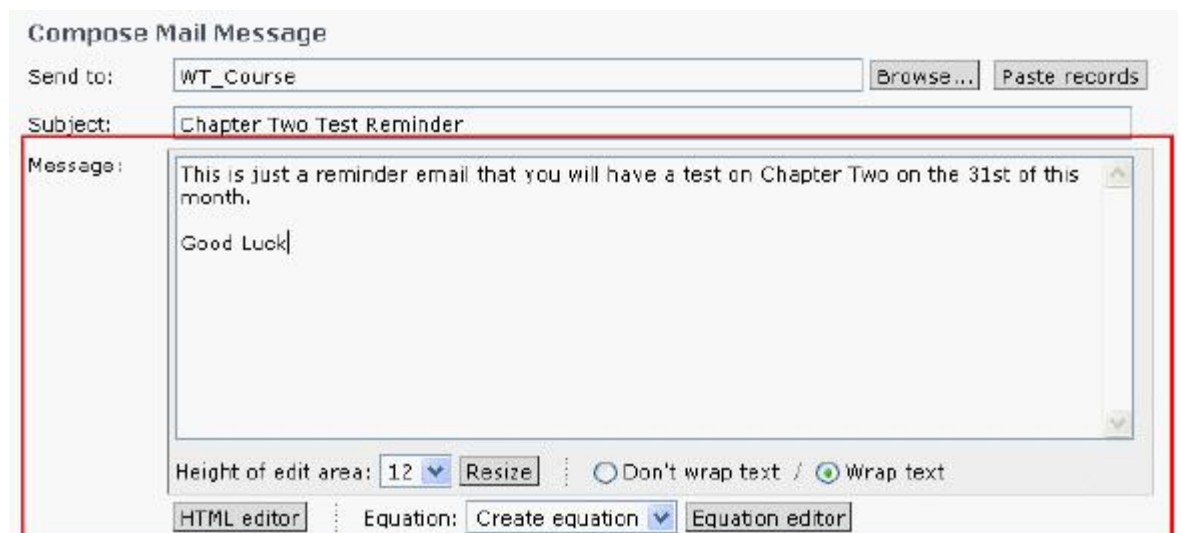
Now you will need to select the people you want to send the email. If you want multiple people, you will need to hold down the CTRL button on your keyboard and click each person. If you would like to send to everyone in the course, click on the first name in the list, scroll to the bottom, and hold the SHIFT key on the keyboard and click the last person. Names in BLUE are the ones who will receive the email. Then click "Select."

**STEP 5:**

You will notice that you will see the username(s) for the people you are sending this email in the Send To box. Now you need to type a subject for this message.

**STEP 6:**

Now that you have the message a subject, you need to type in the big box what you want to tell the students. This is the body of the email to them.



**STEP 7 (optional):**

**You may add attachments to the mail messages you are sending to the students.**

**STEP 8 :**

**Now you click "Send" to send the message.**



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