

WebCT Student Tutorial: Private Email

WebCT has a private email tool, which you can use to send and receive messages within WebCT. Email is stored on the WebCT server, so it does not get mixed up with your hawaii.edu email.

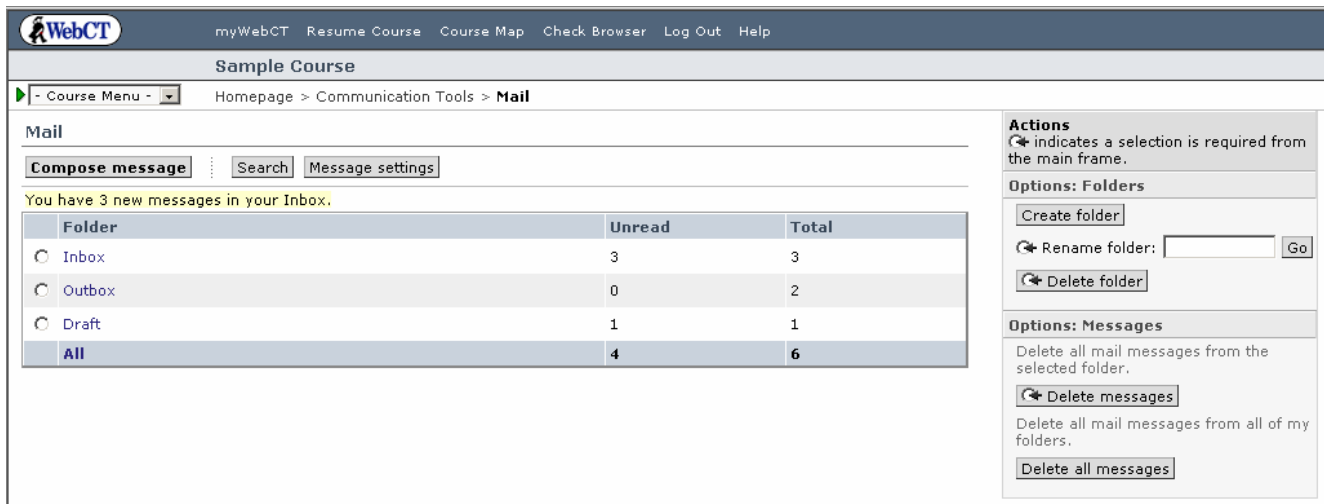
With WebCT's email tool, you can send mail to your instructor, or other students in the course. It's a good way to communicate within your course.



Mail

You can tell if you have new mail because there will be green streaks coming out of your mailbox icon. Click on the mailbox icon to get into your mail.

Here's what you'll see when you enter mail.



The screenshot shows the WebCT Mail interface. At the top, there's a navigation bar with links like 'myWebCT', 'Resume Course', 'Course Map', 'Check Browser', 'Log Out', and 'Help'. Below that, the page title is 'Sample Course' and the breadcrumb is 'Homepage > Communication Tools > Mail'. The main content area is titled 'Mail' and includes a 'Compose message' button, a search box, and a 'Message settings' link. A notification states 'You have 3 new messages in your Inbox.' Below this is a table with columns for 'Folder', 'Unread', and 'Total'. The table lists 'Inbox' (3 unread, 3 total), 'Outbox' (0 unread, 2 total), 'Draft' (1 unread, 1 total), and an 'All' row (4 unread, 6 total). To the right of the table is an 'Actions' panel with options for folders and messages.

Folder	Unread	Total
<input type="radio"/> Inbox	3	3
<input type="radio"/> Outbox	0	2
<input type="radio"/> Draft	1	1
All	4	6

Actions
Indicates a selection is required from the main frame.

Options: Folders

- Create folder
- Rename folder: Go
- Delete folder

Options: Messages

- Delete all mail messages from the selected folder.
Delete messages
- Delete all mail messages from all of my folders.
Delete all messages

Your inbox is the folder where all your incoming mail is stored.

Outbox holds a copy of mail that you have sent out.

The Draft folder holds email that you started to compose, but saved as a draft to be sent out later.

The number of unread messages and total messages in all your folders are displayed.

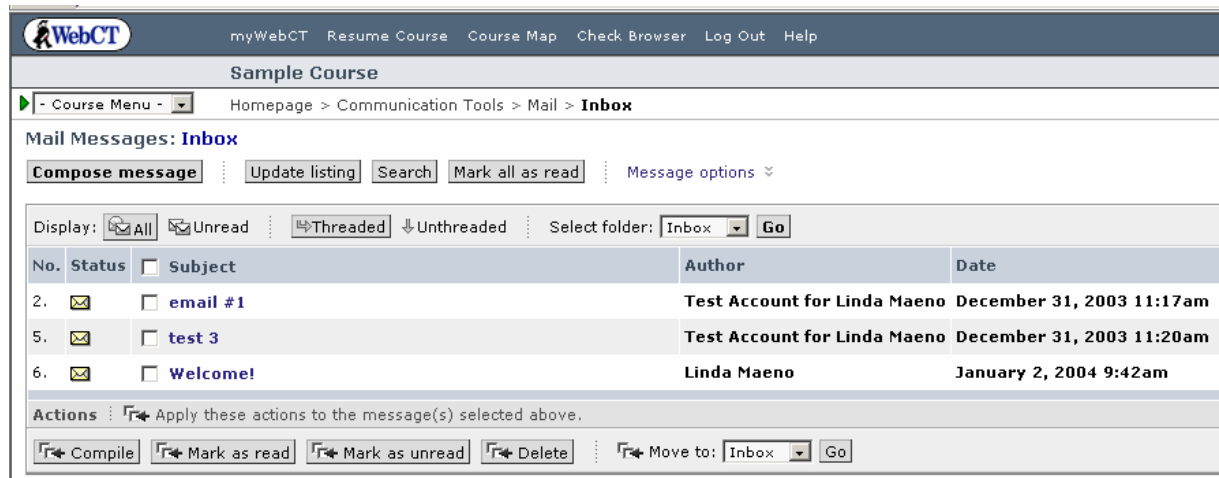
Actions you can perform on folders or messages are listed to the right

Click on the name of the folder to access mail messages in that folder. For example, click on "Inbox" to see your incoming messages.

The Inbox

Here is an example of what an Inbox looks like.

The layout is the same for other folders such as the Outbox, or Draft folders.



There are several buttons just under the name of the folder, which is "Inbox":

- "Compose message" will allow you to compose a new email message.
- Click on "Update listing" to "refresh" your list of messages. Any new messages just received will be displayed.
- Use the "Search" button to search for messages which match criteria that you set
- "Mark all as read" will mark all your messages as being read, whether you read them or not

The section below the buttons is where your messages are displayed.

In this example, there are three messages in the Inbox.

The closed envelope icon on the left of each message indicates that they have not yet been read. The icon changes to an open envelope after the message has been read.

The subject, author, and date of each message are displayed.

Above the messages, there are options which you can select to alter how your messages are displayed:

- Click on "All" if you want to see all your messages
- Click on "Unread" if you only want to see the messages which have not yet been read.
- Click on "Threaded" if you want your messages listed by subject.
- Click on "Unthreaded" to have your message displayed in chronological order.
- Use the pull-down menu under "Select folder" to choose a different folder to look at, such as Outbox, Draft, or any personal folders you have created. After selecting the folder, click on "Go".

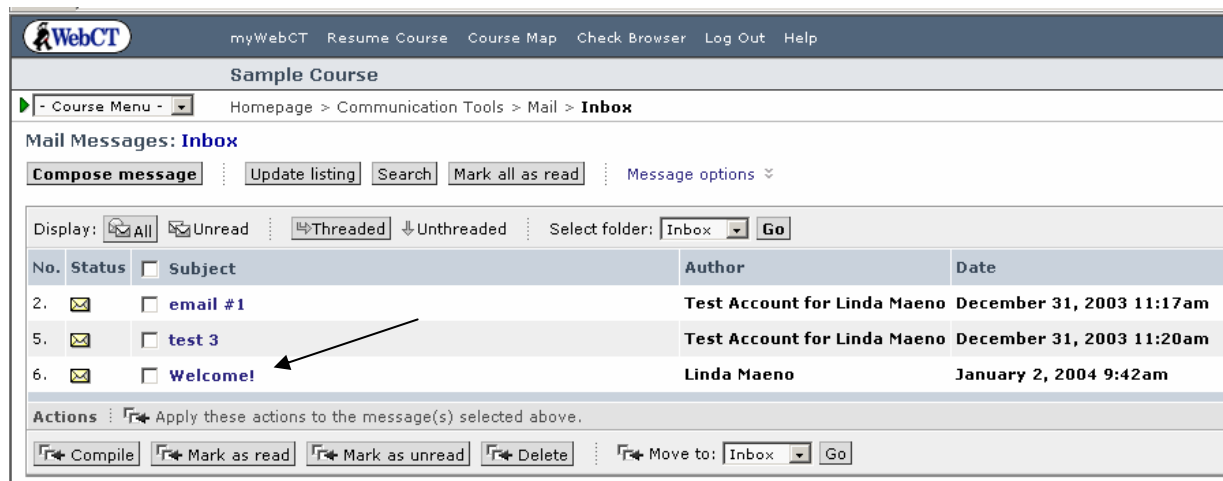
Below the messages, there are actions which you can select. To perform these actions, first click in the boxes on the left of the subject to select the messages you want actions performed on. Then click on the action:

- “Compile” will compile a list of your selected messages which you can then download to your computer
- Mark messages as being “read” or “unread” by selecting “mark as read” or “mark as unread”
- “Delete” will delete the selected messages
- Use the pull-down menu under “Move to” to choose a folder where you want to move the selected messages to. After selecting the folder, click on “Go”.

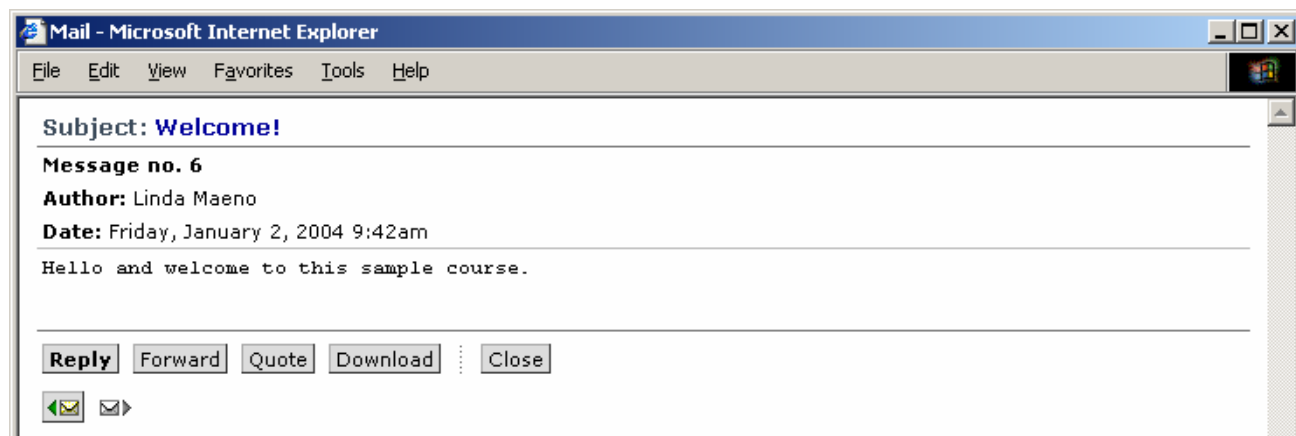
Reading Messages

Click on the message subject to read the message.

Let’s click on the Welcome message.



A new window opens with the message displayed.



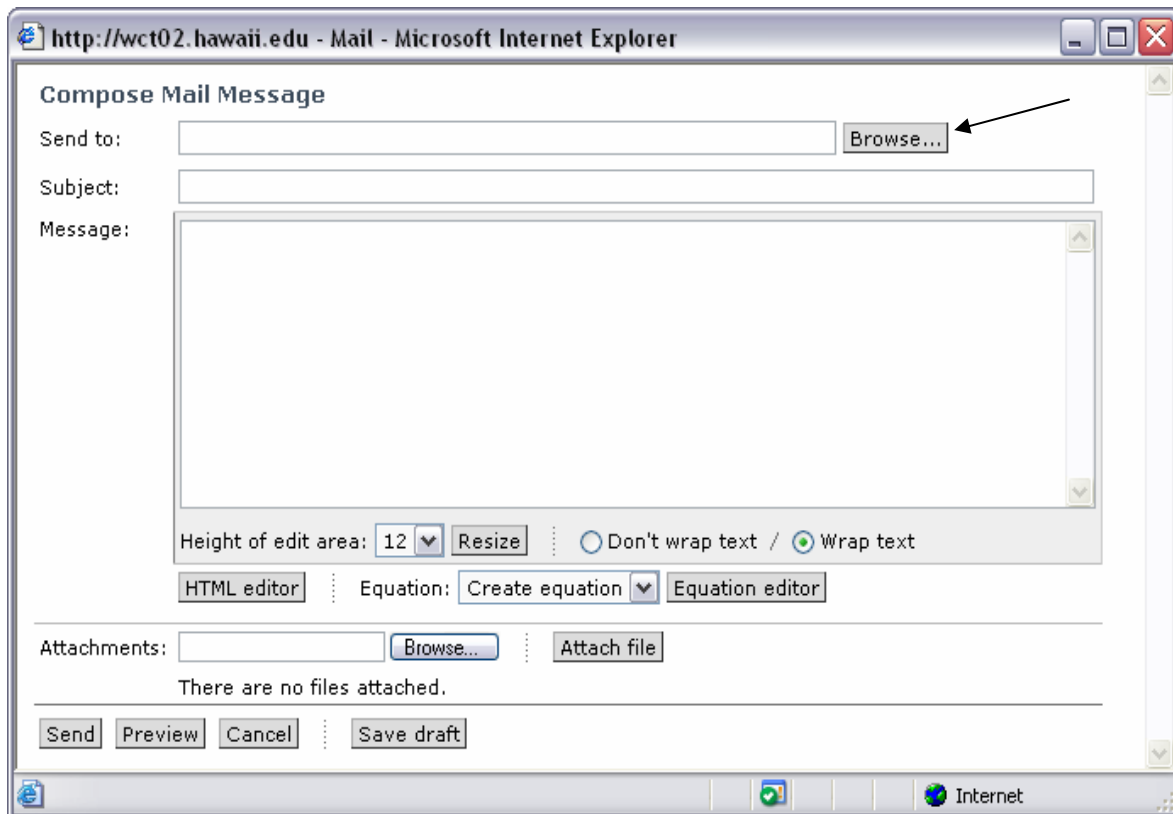
After reading the message, there are several options:

- Click on “Reply” to reply to the message. This will send your response back to the person who sent you the email
- Click on “Forward” to forward the message on to other recipients.
- Click on “Quote” to reply back to the sender, and include a copy of the original message
- Click on “Download” to download the message to your computer
- Click on “Close” to close the message.

Sending messages

To send a new message:

1. Click on “Compose message” to start a brand new message.
The “Compose Mail Message” window will be displayed.
2. Click on “Browse” to see the list of possible recipients.
Everyone in your class, including your instructor, will be listed.

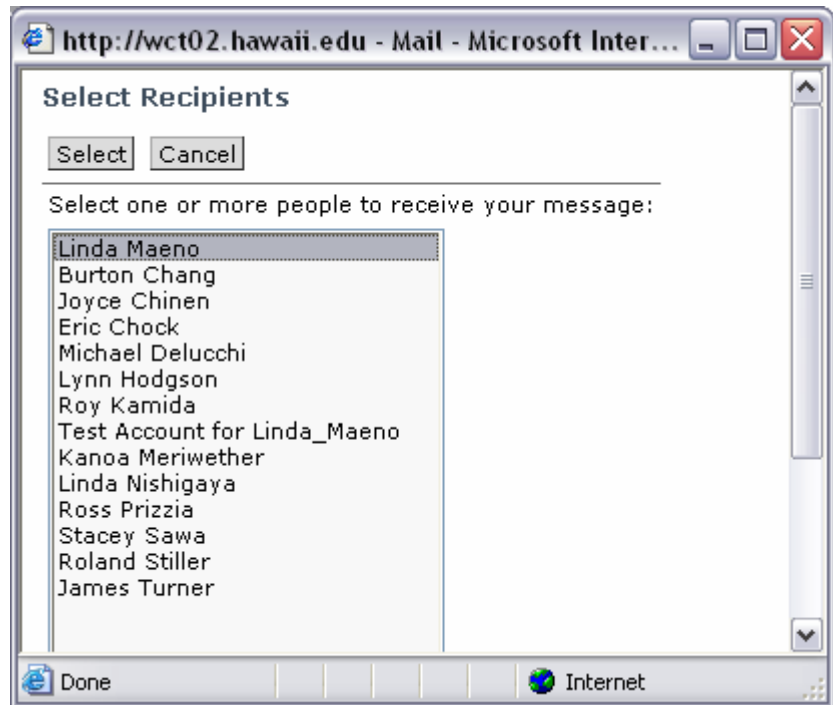


Highlight the intended recipient by clicking on the name of the person.

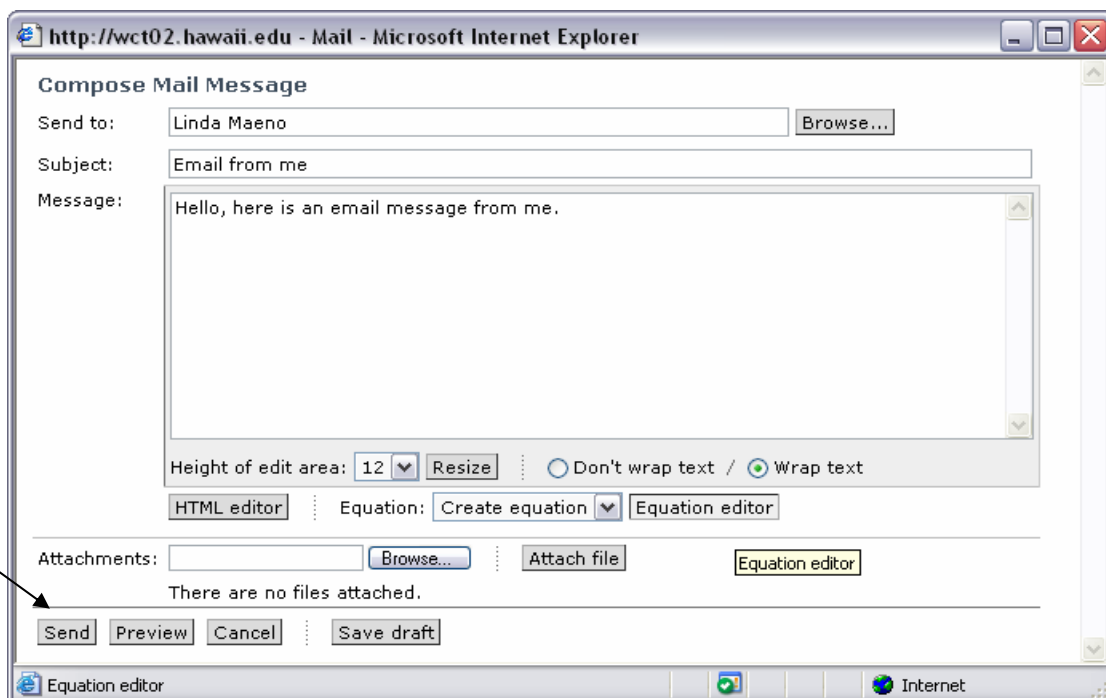
To select more than one person, hold down the control (Ctrl) key as you click on the names.

When done, click on "Select".

The selected names will appear in the "Send to" field of the "Compose Mail Message" window.



3. Type in a subject on the Subject line.
4. Compose the message by typing in the Message box.
5. Click on "Send" to send the message.



Sending and Receiving Attachments

You can also send and receive attachments via email. This is a convenient way for students to submit assignments or papers to the instructor.

The process is similar to posting and receiving attachments via the discussion board.

Please refer to the document on Bulletin Board Discussions for information on how to send and receive attachments.

Need Help?

WebCT student tutorials have been created on how to use the basic tools of WebCT, such as email, discussions, chats, and taking quizzes. Students new to WebCT should view the tutorials before classes start:

<http://www2.hawaii.edu/~uhwolab/webct.html>

For more in-depth information on how to use WebCT tools and features, refer to the WebCT Student Orientation created by Information Technology Services:

<http://www.hawaii.edu/talent/webctstudentorientation/index.html>

If you have any questions about UH West O'ahu distance education courses (course selection, online registration, dropping a course, etc.), contact the UH West O'ahu Student Services Office:

O'ahu: (808) 454-4700

Neighbor Islands: toll-free at (866) 299-8656

For WebCT technical support at UH West O'ahu, contact Linda Maeno:

linda@hawaii.edu

(808) 454-4785

If you are not a student at UH West O'ahu, please contact the local technical support group at your campus. Here is a partial contact list for sites in the UH System:

Honolulu Community College

UH Manoa ITS Help Desk
956-8883

Janice Petersen
845-9437
janp@hcc.hawaii.edu

Kauai Community College

Ed Coll, Instructional Technologist
245-8215
edcoll@hawaii.edu

Leeward Community College

Irwin Yamamoto
455-0677
iyamamot@hawaii.edu

Windward Community College

Elizabeth Ratliff
235-7302
braffet@hawaii.edu