

How to Send Mail with Attachments in eLearningBCC

To send Mail, click on the **Mail** icon on the Course Tools menu. The mail area will display in the right hand frame. To create a message, click on the **Create Message** button.



IMPORTANT!

If you click on the Create Message button or you click on a message that someone else has sent to you and nothing happens it is likely that you have a pop-up blocker installed. Most virus protection programs – like Norton and McAfee have built-in pop-up or ad blockers that have blocked the eLearningBCC discussion board and the mail application. Visit the BCC Wiki at <http://dl.bristol.mass.edu/wiki> to learn how to handle pop-up blockers.

Creating Messages

A screenshot of the 'Create Message' form in Mozilla Firefox. The form has fields for '*To:', 'CC:', 'BCC:', '*Subject:', and '*Message:'. There are also checkboxes for 'High priority' and 'Use HTML', and a dropdown for 'Insert equation: New'. At the bottom, there are buttons for 'Send', 'Preview', 'Cancel', and 'Save as Draft'. The 'Add Attachments' button is circled in red. A red arrow points from the 'Add Attachments' button to the 'Browse for Recipients...' button, which is also circled in red.

Once the Create Message box appears you'll need to enter a **subject** and a **message** (regardless if you're only sending an attachment you still need to type something into the message body).

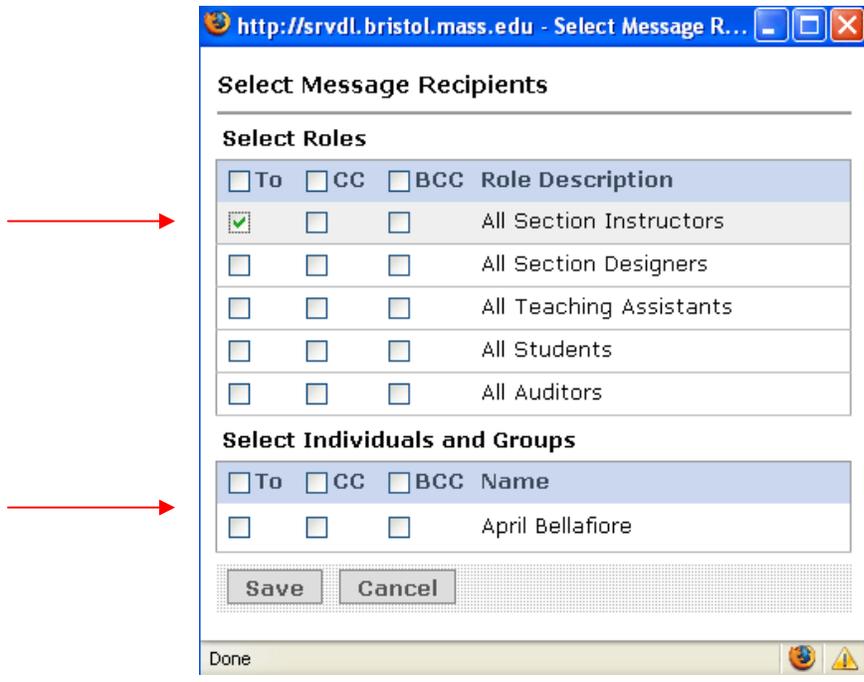
You will also need to **Browse for Recipients** in order to address the message.

And, you'll need to click on the **Add Attachments** button to browse for and add a file attachment.

More information on how to do both of these can be found on the next few pages.

The easiest way to address your mail message to your instructor is to check the **To** box next to **All Section Instructors**. This will ensure that your instructor will receive your message.

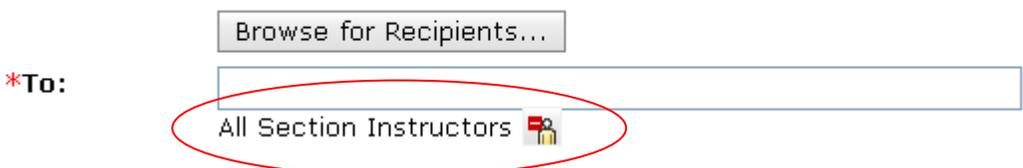
You can also browse for other students in the course and/or for the instructor individually but this can be time consuming depending on how many students are in the class.



Once you have selected the recipients, click the **Save** button to return to the mail message.

In the message window, underneath the **To** area you should see “All Section Instructors.” This means that the mail has been properly addressed.

Create Message



To attach a file, click on the Add Attachments button towards the bottom of the message window.

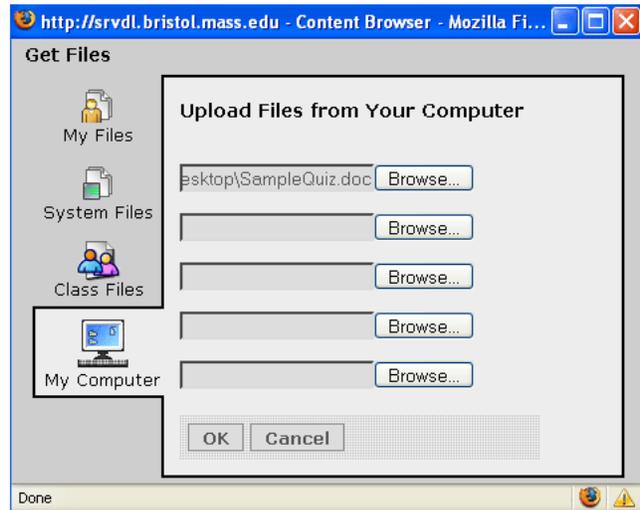


You will then be prompted to upload files.

Click on the My Computer icon and browse for the file on your local system.

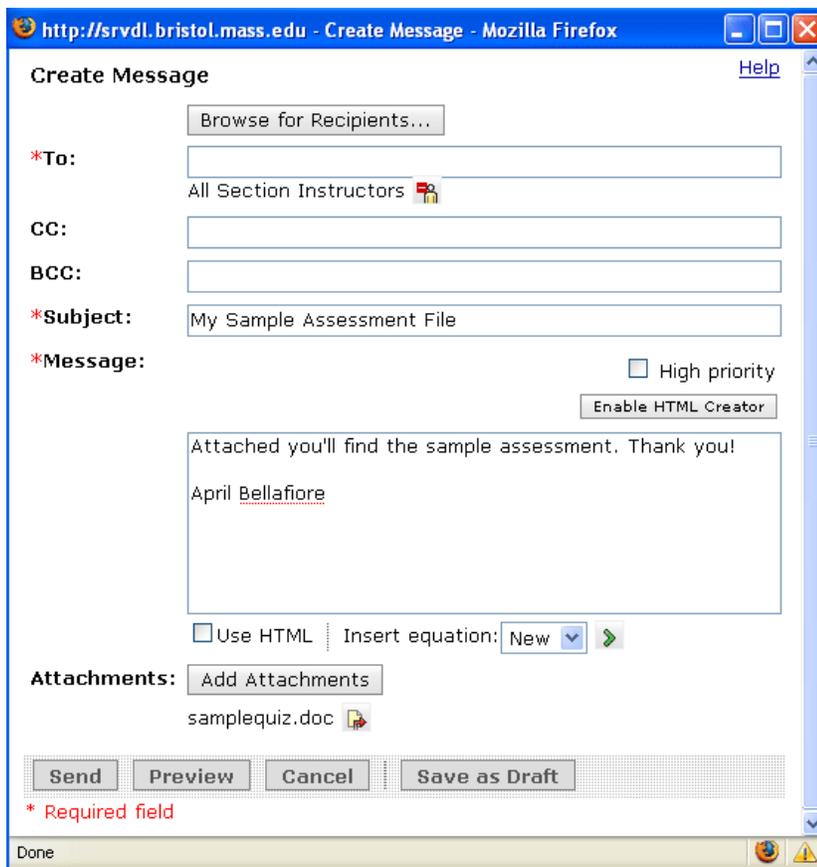
Once you have located it (and the file name shows up in the browse box) click OK to attach it to the mail message.

You will then be taken back to the mail message. The file you chose will show up underneath the Add Attachments button.



Attachments: Add Attachments
samplequiz.doc

Once you've entered in a subject and message body, have browsed for recipients to address the message and have attached a file you can click the Send button to send the message.



If you are using the Firefox web browser you'll notice that it underlines misspelled words in red!

Since all instructors require proper spelling and grammar you should either type your post in Microsoft Word and then copy/paste it into the mail message, or use Firefox's built-in spell checker.

In addition to underlining misspelled words, Firefox will give you suggestions if you right-click on them – just like in Microsoft Word!