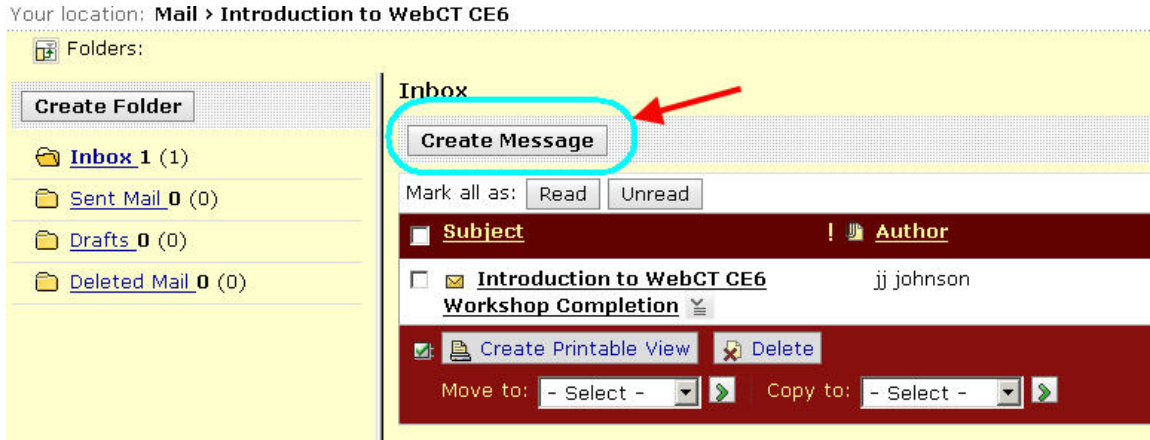


How Do I?

6. How Do I Communicate with My Instructor?

- a. You can click on the **Mail** tool at any time to send an email to your instructor.
- b. Once in **Mail**, click on **Create Message** at the top of your screen. A new window opens with a blank message.



- c. Click on **Browse for Recipients**. Select the TO:, CC: and BCC: addressees, and then click on **Save**.
- d. Enter a **Subject** and the text of your message. When done, click on either **Preview**, to see how the message looks, or **Send**, to send the message. You may also save it as a **Draft Message** to review and send later.

Create Message

***To:**

CC:

BCC:

***Subject:**

***Message:**

High priority

HTML Creator On Off

Use HTML Insert equation:

Attachments:

* Required field