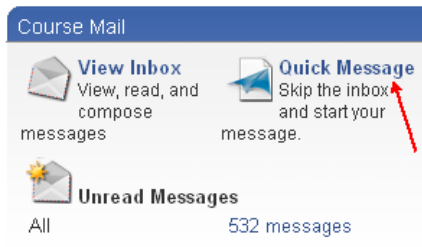


Send Course Mail

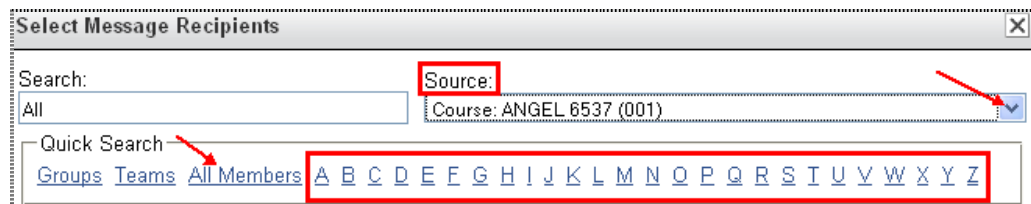
6/10/2009

From the My Profile page

1. Log on ANGEL at <http://angel.psu.edu>
2. Click on **Quick Message** in the *Course Mail* section.



3. Click on to select the source of recipient lists. A separate window would pop up.
4. In the separate window, from the dropdown menu under *Source*, select the proper course or group.



You can either click on **All Members** and then browse for a particular individual alphabetically by user last name, or click on the alphabet if you already know the recipient's last name.

5. Check the box by the recipient's name and then click on the button. The recipient would be placed in the *To* box. If you'd like to add more people, check more users and then click on or or button. To remove a user from the recipient list, select the user first and then click on . When all recipients are entered properly, click on **OK** to close the window.
6. Back to the *Compose Message* screen, continue to fill in the subject line, compose the body of the message, and then click on **Send**. You will receive a confirmation notice and a copy of that message would be stored in the *Sent* box.

Attachments _____
[Attach files](#) to this message

- If you'd like to add an attachment, click on the **Attach files** link.
- It is recommended that you check the box by **Send a copy to each recipient's Internet e-mail box** so that a copy of the message would be sent to the recipients' designated Internet e-mail accounts.