Mailtool

What is the purpose of this tool?

This is the email tool of Smartsite. You can use it to send out emails your instructors, your fellow students and even those who do not have access to the site.

How do you access this tool?

To access this tool, click Mailtool in the tools menu on the left side of your screen.

Useful Tips...

- The Mailtool is useful if you want to email your instructor, but do not know their email.
- It is also a useful tool to use if you wish to send out a mass email to every student in the class. Instead of trying to obtain individual email addresses, you can simply select the Participant checkbox, and your email will be sent to every registered student in the class.
How does this tool work?

1. **Select who you want to send a message to.**

   You will typically have three options to choose from:
   
   a. **Organizer** - they are the course instructor.
   
   b. **Participant** - all of the students who are registered and listed in the course.
   
   c. **Add Other Recipients** - You can use this action to include people outside of the class or school in the email you send out. If you are entering multiple email addresses, then remember to separate them by commas or semicolons.

2. **Determine the subject of your email message.** The most effective subject titles are short but clear enough to be understood at a quick glance.

3. **Compose your message.** You can do this by typing it into the **text box** and or **attaching a file** to the email.
4. **Send your message.** This is the final step and it is as easy as clicking **Send Mail**.

If you wish to send yourself a copy of the email then check the box **Send me a copy**.