

Sakai Tools

Email Archive

The **Email Archive** tool provides an email address for your course site (example: 2012fa-hum-110-101@sakai.durhamtech.edu). It also provides a record of emails sent to the class.

To see the email archive address for your course:

- In your course site on Sakai, click **Email Archive** in the main course menu.

The email archive address functions like a listserv and allows instructors to send email to ALL students in a class without going into Sakai. For example, if you receive an email in GroupWise that you want to send to your class, you can simply forward it to the email archive address for your course site, and it will go to all students enrolled in that site.

Note: By default, only instructors can send messages to the email archive address.

Within Sakai, **Email Archive** provides a public record of emails sent to the class. This allows students to look back and review emails they may have overlooked or deleted. Any email sent to the email archive address is automatically visible in the **Email Archive** area within your Sakai site. Emails sent using Sakai's **Email** tool can also be added to the **Email Archive** (see Email <http://courses.durhamtech.edu/wiki/images/4/45/Email.pdf>).

Need help with Sakai tools? Contextual help is available within each Sakai tool by clicking on the question mark icon in the upper right of each tool window. You may also reset the tool by clicking on the arrows adjacent to the tool title. This returns you to the tool's initial screen.

