Sakai Tools

Email
The Email tool allows any user to send an email to all or selected site participants. The Email tool is available in your site's main menu by default. Emails sent using this tool go to the recipient's email address in the college's directory system. (For students, this should be their ConnectMail address.)

To use the Email tool, simply click on Email in the main course menu.

Addressing your message:
- To send a message to all students: In the TO line, click the checkbox beside ALL.
- To send a message to selected students: In the TO line, click Roles, then click Students, then check the boxes beside specific students you want to email.
- You can also select specific groups or sections to email.
- You can even include others who are not part of the course site (by clicking Add Other Participants and manually typing in their email addresses).
- As usual, you'll type in a subject line and a message, and add attachments if you want.

**TIP:** At the bottom of the screen, be sure to check the box beside Send me a copy, so you will have a record of the email.

**TIP:** When sending emails to the entire class, the box at the bottom beside Add to Email Archive should be checked. This will put a copy of the message in the public Email Archive within your course site. DO NOT check this box when sending emails to individual students that should remain private.

**Be aware:** Your students can use the Email tool also. If you don't want students to use it, you can hide the Email tool from student view.

To hide the Email tool from students:
1. Go to the Site Info tool and click on Page Order.
2. Click on the light bulb icon to hide the Email tool from students. Click Save.

**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.