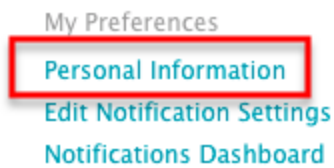# Adding an Email Address to Connect

1. Click on **My Places** at the top right corner of the page.

2. In the new overlay window, under My Preferences, click on **Personal Information** under your profile image

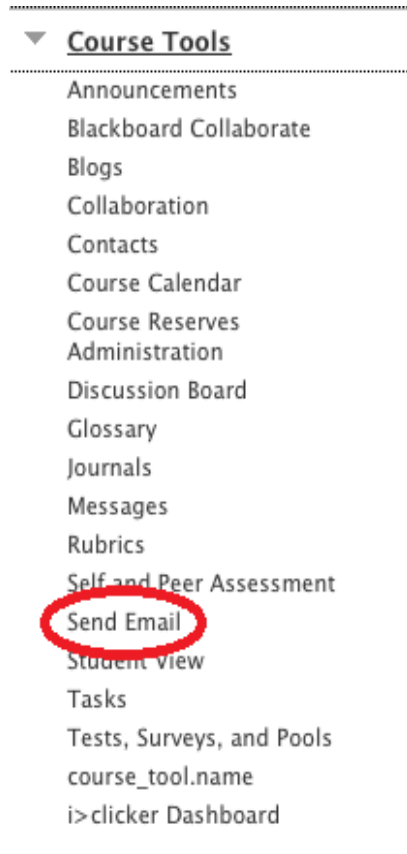3. In the new window, click **Edit Personal Information** and enter your **Email** under **1. Personal Information**

4. Click **Submit** in the top right-hand side of the screen.

Sending an Email Message

1. To begin, from the *Course Management* menu on the left-hand sidebar, click **Control Panel**
2. Click **Course Tools**

3. Click **Send Email**

    The **Send Email** tool can be found under **Course Tools**.

4. Select a group to send an email to from the list

> **» All Users**
> Send email to all of the users in the Course.
>
> **» All Groups**
> Send email to all of the Groups in the Course.
>
> **» All Teaching Assistant Users**
> Send email to all of the Teaching Assistant users in the Course.
>
> **» All Student Users**
> Send email to all of the Student users in the Course.
>
> **» All Instructor Users**
> Send email to all of the Instructor users in the Course.
>
> **» All Observer Users**
> Send email to all Observer users in the Course.
>
> **» Select Users**
> Select which users will receive the email.
>
> **» Select Groups**
> Select which Groups will receive the email.
>
> **» Single / Select Observer users**
> Send an email to selected Observer users.

You can send messages to students, teaching assistants, co-instructors, student groups or everyone participating in the course.

5. If you need to send messages to specific users, click **Select Users**
6. Fill out the email details

Set Email Detail

1. In the *Email Information* section, select users from the "Available to Select" box to the "Selected" box

Note: To select multiple users, PC users hold down the control key, while MAC users hold down the command key

2. Enter in a subject for the email
3. Type your message
4. (Optional) Attach a file
5. Click **Submit**

A notice will display at the top of the screen indicating the email was sent.

Enabling Email Notifications

In order to enable the email notifications for unread blog postings, discussion messages, journal entries and Early Warning System Rule details, you will need to change the settings to "Daily Email Digest".

My Places > Edit notification settings > Edit General Settings:

1. Find **My Places** at the top right hand corner of the screen

2. Click on **Edit Notification Settings**

3. Click on **Edit General Settings**

4. Change **General Settings: Courses** to "Daily Email Digest"

General Settings: Courses

Email Settings	○ Individual Messages ⦿ Daily Email Digest
✱ Remove notifications more than	120 days old.
	Notifications can be retained in the system for up to 1,000 days. Enter a number between 1 and 1,000.
Send Due Date Reminders	○ No
	⦿ Yes : Remind me 7 days before due date.

You should then be able to enable it for the course.

All **notification** types, by default, are turned on. These **notifications** are displayed in the **Notifications** Dashboard modules.

All email **notification** types, by default, are turned off, an email will be sent out corresponding to that **notification**. Though for the following items, email **notifications** can only be sent out if daily digest email is selected:

- Early Warning System Rule details
- Unread discussion board messages
- Unread blog posts
- Unread journal entries

After choosing the appropriate **settings**, click Submit to **save**