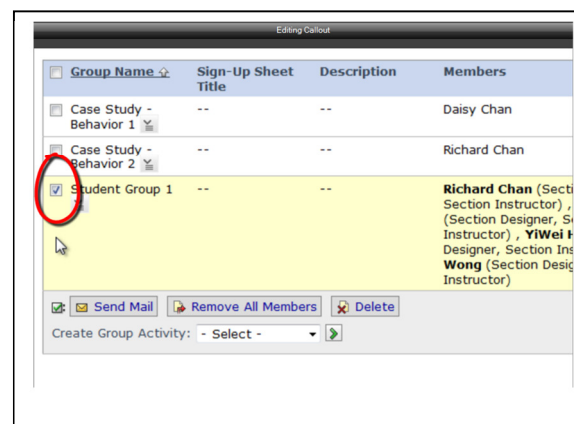
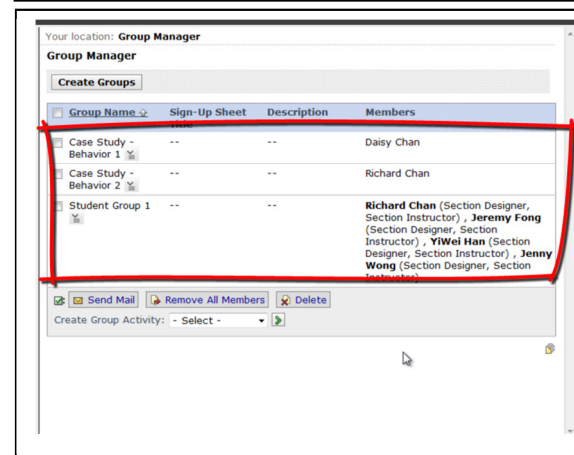
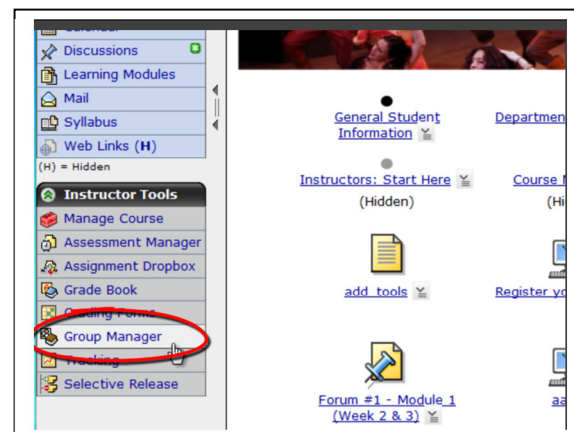
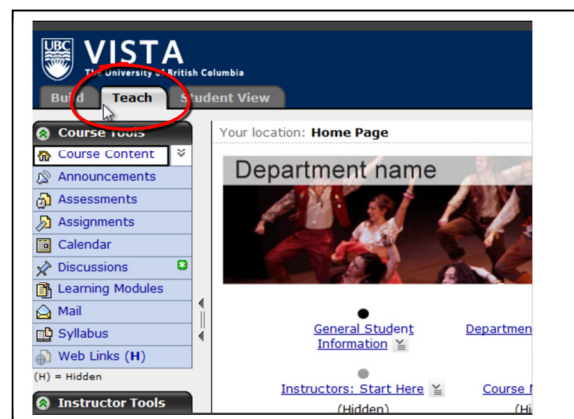


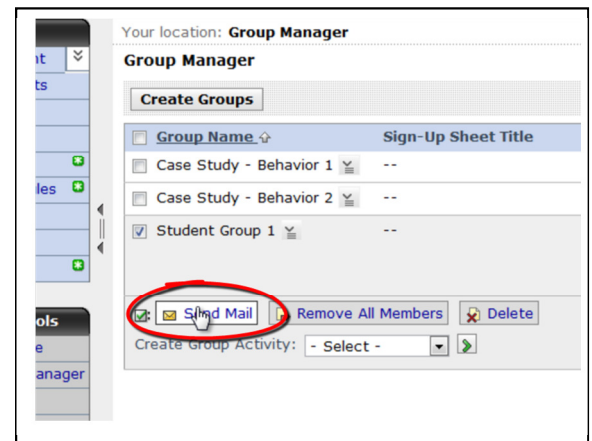
Groups

Sending a Mail Message to a Group

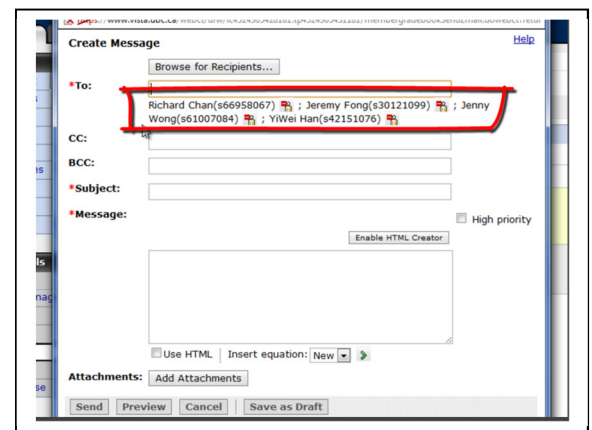
1. Make sure you are in the Teach tab.
2. Click on "Group Manager" under the Instructor Tools.
3. These are the existing groups have been created.
4. Check off any group(s) you wish to send a mail message to.



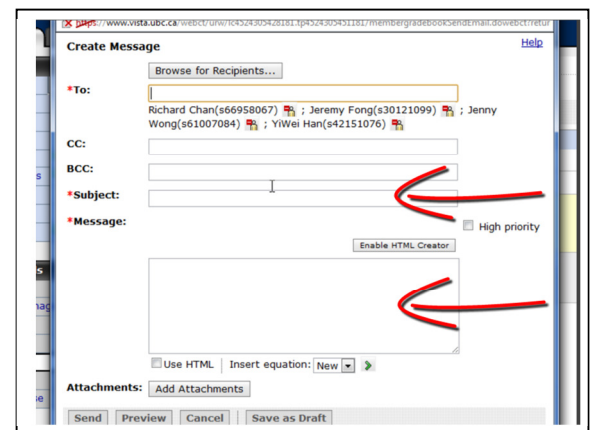
5. Click "Send Mail"



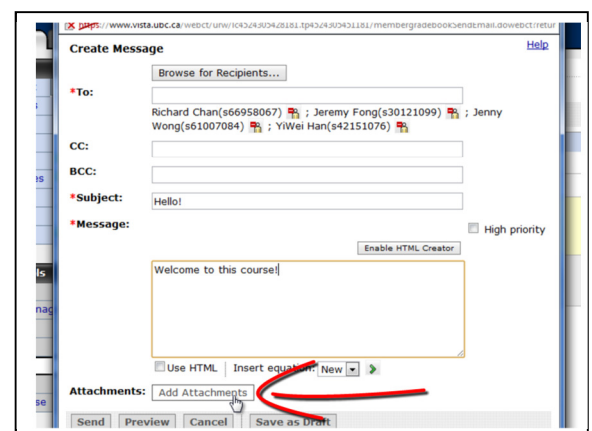
6. Notice the list of recipients have already been added to the "To" field.



7. Enter a "Subject" and add your "message"



8. You may also add attachments to the message.



9. Click “Preview” if you wish to see the message first, otherwise, click “Send.”

The screenshot shows the WebCT Vista email composition window. On the left is a sidebar with navigation links: Tools, Content, Elements, Lists, News, Modules, Links, and a 'or Tools' section containing Course, Content Manager, and Links. The main area contains fields for 'To:', 'CC:', 'BCC:', 'Subject:', and 'Message:'. The 'To:' field is populated with three email addresses: Richard Chan(s66958067), Jeremy Fong(s30121099), and Jenny Wong(s61007084); YWai Han(s42151076). The 'Subject:' field contains 'Hello!'. The 'Message:' field contains 'Welcome to this course!'. There are checkboxes for 'Enable HTML Creator', 'High priority', and 'Use HTML'. An 'Insert equation' button is also visible. At the bottom, there is an 'Attachments:' section with an 'Add Attachments' button. The 'Send' button is circled in red, and the 'Preview' button is also visible. A red error message 'Required field' is visible below the 'Send' button.

😊 You have now learned how to send a message to a group.