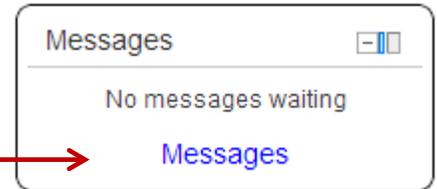


Messages block -- Messages is a site-wide method of communicating from one person to another (you cannot select multiple people or groups). Sent and received messages are saved within CC and are thus the preferred built-in communication method for some Instructors. When a message is sent, it goes to the recipients' campus email and individuals also receive notice of new messages upon logging into CC. Messages does not allow for attachments.

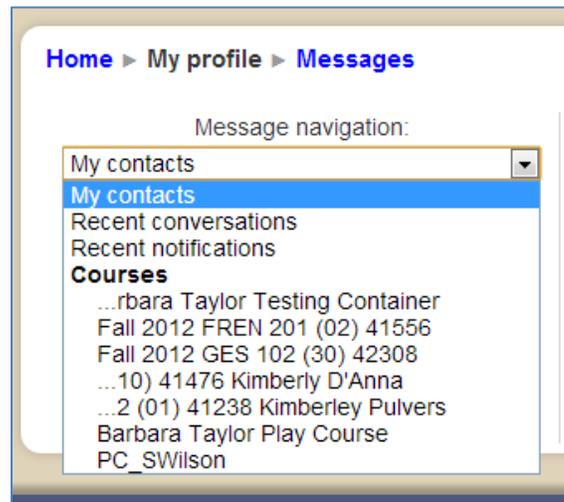
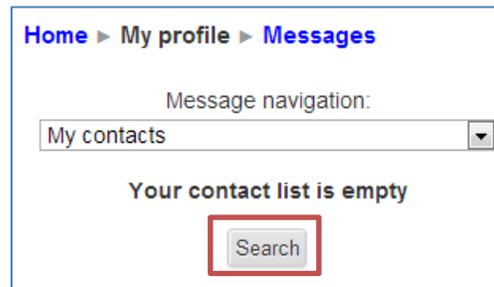
Quickmail block --Quickmail allows you to email one or more people who are enrolled in a course, including the Instructor. This email goes to the recipients' campus email. Replies go to the senders campus email, but no record of the reply is kept within CC. Quickmail allows for attachments.

Using the Messages Feature

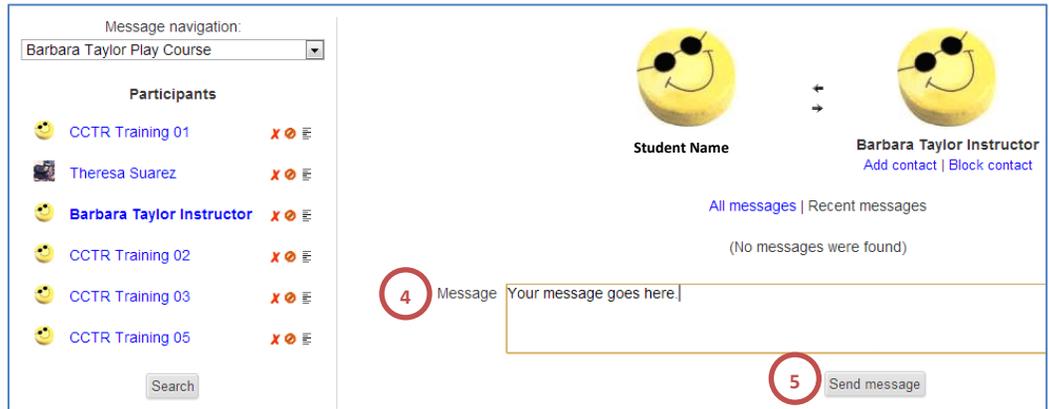
1. Log onto Cougar Courses and look on the left column for a box labeled *Messages*.
2. Click the blue **Messages** link.



3. Clicking this will bring you to a new page where you can chose who will receive your message. Use the drop down menu to narrow your search options by:
 - *Your Contacts*: by default no one will be in your contact list. Clicking the **Search** button will allow you to search for people by name in a search bar that will show up to the right of the navigation drop down.
 - *Courses*: by clicking one of your courses, you will be shown a list of all people enrolled or participating in the class directly under the navigation bar. Ten participants will be shown at a time, in alphabetical order by last name; you may need to browse through different pages to locate the person you intend to message.
 - *Recent conversations*: this feature will show the last few conversations that you had.
 - *Recent notifications*: by selecting this option you will be shown the last three notifications that your professor(s) sent out to all of their students.



- Once you have found the person/people that you want to message, click their name and then type your message in the message text box.
- Click the **Send message** button at the bottom of the page.



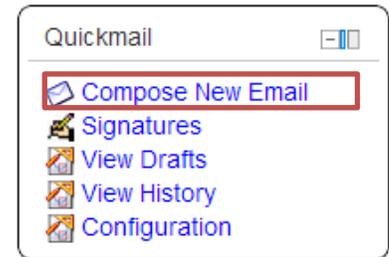
- To add people to your contact list, click their name and then click the **Add contact** button under their name. This person will now be on your contact list and will show up under the *My Contacts* search feature.



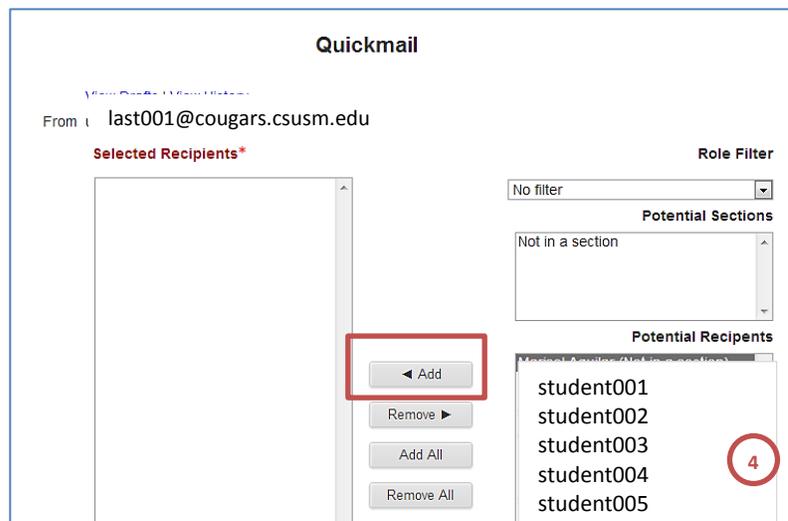
SEE THE LAST SECTION OF THIS DOCUMENT FOR HOW TO CHECK YOUR MESSAGES.

Using Quickmail

- Log onto the course related to the email communication.
- Locate the *Quickmail* box.
- Click **Compose New Email**.



- Select the recipient(s) of your message by clicking their name(s) then clicking the **Add** button.
 - You can select multiple users by holding down the Ctrl key (PC).
 - Use Add All to select all contacts in the Potential Recipients list.



5. Drag and drop or click the **+Add** button to add any attachments.
6. Type in your message's subject.
7. Type your message.
8. Click the **Send Email** button. Your message will be sent to all of the recipients you selected in step 4.

Attachment(s) Maximum size for new files: 400MB - drag

5 Add... Create folder

Files

You can drag and drop files here to add them.

6 Subject*

Message

7

Font family Font size Paragraph

B *I* U ABC x² x³ [List icons] [Link icon] [Image icon] [Table icon] [Text color icon] [Background color icon] [Text background color icon] [Text background color icon]

Path: p

Signatures No Signature

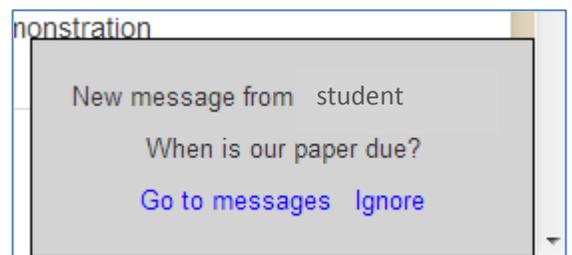
Receive a copy Yes No

Actions **Send Email** Save Draft Cancel

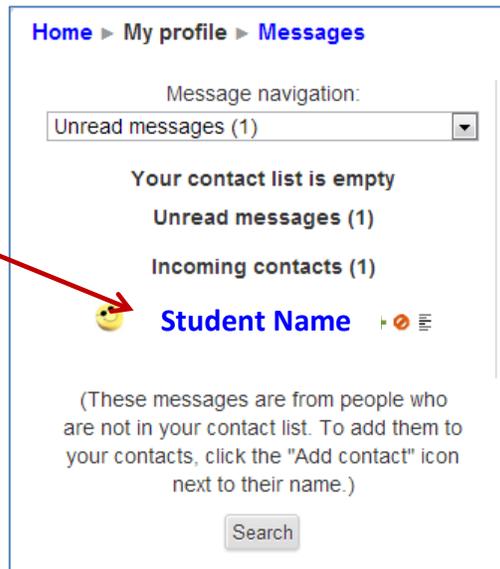
There are required fields

Checking Your Messages

1. When you log into Cougar courses, if you have any new messages a small pop up will show up at the bottom of your screen with the sender's name and the subject.
2. You can click **Go to messages** to read the message or click **Ignore** to make the pop-up disappear.
3. To check your messages without the pop up, click the **Messages** link in the Messages block on your homepage or any course page.



4. Clicking this will bring up your unread message(s) overview page.



5. Clicking the message sender's name, in blue will open your message.
6. You can view the message directly below the sender's name.
7. To reply to the message, simply type it into the message text box, and then click the **Send Message** button.

