BRIGHTSPACE EMAIL 1: FINDING/READING/REPLYING

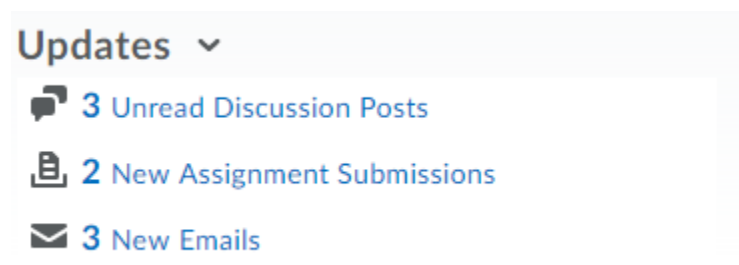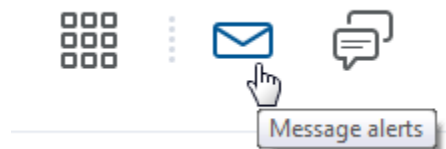## BRIGHTSPACE EMAIL: A GLOBAL TOOL

Like the Calendar and File Locker, Brightspace email is a global tool. This means that you can access it from any part of Brightspace, and that you can use it to receive email from any and all of your courses in one central location.

FINDING YOUR EMAIL

You might see email notifications in the Updates widget on your Course Home page (if your instructor has enabled this widget).
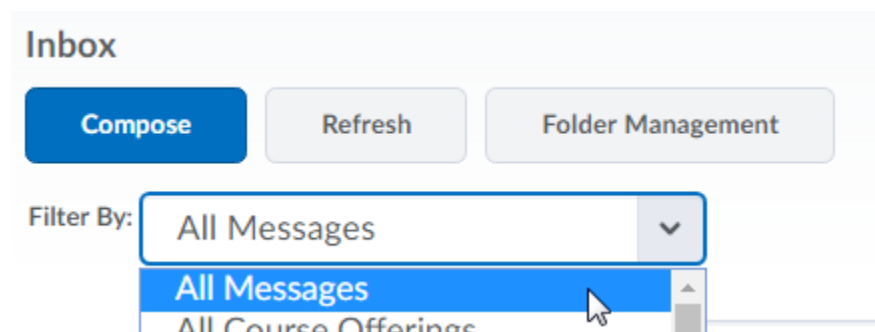

You can also access the Inbox by clicking on the Email tool under the Communications menu, or by clicking the Message Alerts icon and clicking the "Email" link (if you are on a laptop or desktop computer).

If you click on Email from within a course and don't see anything in your Inbox, it means you don't have any mail from that particular course.

Try filtering by All Messages.

REPLYING

To reply to email in Brightpsace, open a message and click Reply. Compose your response, add any attachments, and then click Send.
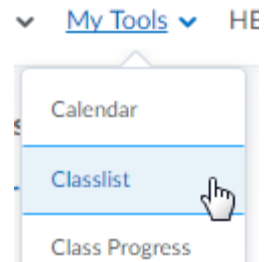
BRIGHTSPACE EMAIL 2: COMPOSING EMAIL

COMPOSING

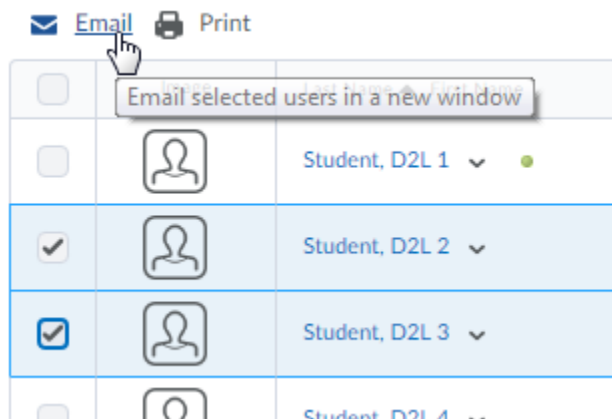The quickest way to send email is from the **Classlist**.

Note: If you are a Guest in the course, you will not have access to the Classlist.

From the **My Tools** menu, click on **Classlist**.

Select your desired recipients. You can also click the box at the top left of the list to select all visible names. To deselect, just tick the box next to a name.

When you're done selecting names, click the **Email** icon at the top or bottom left of the list. This will open a new message window with the recipients already added.

Then you can simply write your message.

When you've finished composing your email and adding any attachments, just click **Send**.

You can email another user from within many tools, such as **Discussions**, by clicking on their name. You can also compose an email by clicking on **Compose** from anywhere within the Email tool itself.
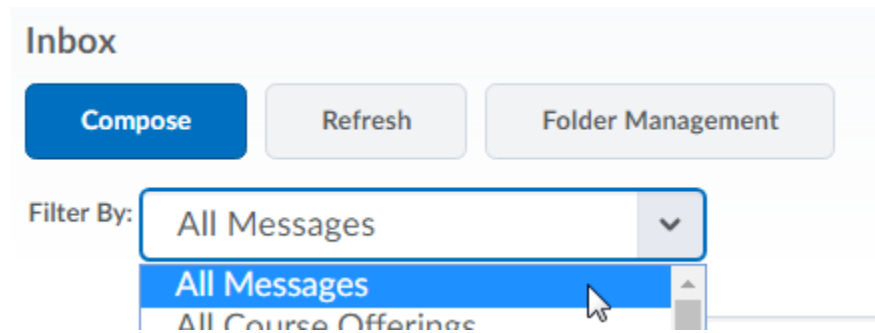
BRIGHTSPACE EMAIL 3: EMAIL TIPS AND TRICKS

FILTERING

Brightspace filters email differently depending on where you are when you access it. If you are within a course and click on Email, then you will see messages sent to you from anyone registered in that course.

If you want to see all of your email, regardless of course, try filtering by All Messages.

ORGANIZING YOUR INBOX WITH FOLDERS

Because Brightspace email is global, it's important to keep your inbox organized. Using folders is a great way to keep your mail in order, as is deleting messages you no longer need. Create a folder for each course, and a folder into which you can sort old emails once a semester is done.

Managing folders is easy. Just go to Folder Management to create new folders, nest folders inside of other folders or re-order folders to make them easier to navigate.

USING SUBJECT HEADINGS

It's also a good idea to use course-specific subject headings for emails (e.g. **ENGL 1215 Final project**), especially if you use an external email account with Brightspace.

UNREAD MESSAGES

The number of unread messages will be noted in bold next to each folder name. These are messages that you have not opened or viewed in the Preview Pane.

By default, Brightspace does not mark messages as read when you view them in the Preview Pane, so they may still appear in notifications. You can fix this by changing the Email Display Options.

Go to **Settings**, **Display Options**, and find the item that reads "Mark message as read when viewed in the Message Preview Pane." Check the box, and then save.

Display Options

☑ Show the Message Preview pane
☑ Show the Folder List pane
☑ Mark messages as read when viewed in the Message Preview pane
☑ Show internal email addresses in the Address Book
☑ Show external email addresses in the Address Book
☐ Allow filtering messages and contacts on group enrolment
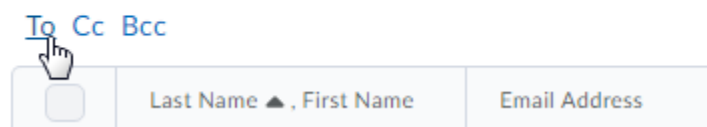
USING THE ADDRESS BOOK

You can compose a new email by clicking on **Compose** from anywhere within the Email tool itself. The Compose New Message window will appear. The easiest way to address your messages is by using the **Address Book**. Click **Address Book**.

Compose New Message

| Send | Save as Draft | | Address Book |

To

Add CC or BCC

To send email to recipients in only one course or group, select that course from the **Filter By** dropdown menu.

To add recipients to the message, tick the box next to each name, and then click the link for the desired field – To, Carbon Copy, or Blind Carbon Copy – at the top left of the list of names.

Address Book

To Cc Bcc

	Last Name ▲ , First Name	Email Address

When you're finished adding recipients, click Add Recipients to close the Address Book window. When you've finished composing your email and adding any attachments, just click **Send**.

FORWARDING EMAIL TO AN EXTERNAL ADDRESS

You can forward Brightspace email to another address. Go to Settings and tick the box which reads "Forward incoming messages to an alternate email account." Then choose which action you want the Email tool to take with forwarded messages: Forward and delete from your Brightspace inbox, forward and mark unread, or forward and mark as read.

Forwarding Options

☑ Forward incoming messages to an alternate email account

Email Address

[user@domain.com]

○ Forward and delete from the Inbox folder ❓

○ Forward and mark unread in the Inbox folder ❓

● Forward and mark read in the Inbox folder ❓