Eagle Online Courses: How to Use Email

Within your HCC Eagle Online course, you have the ability to send and receive email.

Look for the “eMail list” link in the sidebar menu.

Messages sent with eMail list are internal to the course. They do not go out to the HCC college email or anywhere else on the Internet.

Click on “Compose” for a shortcut to send an email.

Click on “Inbox” to view emails.

This is the main view of the email tool. You can check email, make folders, and compose emails from here. There are two messages. The dark band highlighting an email means the email has not been read yet. Click on the subject of any message to read it.

If you want, you can create folders to organize your email. Create folders by clicking on the New folder tab (next to the Compose tab above the messages).
Type in a name for your folder. This will be a subfolder in the Inbox. As you add folders, you can create folders within subfolders by selecting them in the **Parent folder** dropdown menu.

Click **Save changes**.

You can view the subfolders when you click on the + next to the Inbox or any subfolder you create that contains folders. In this example (right) you see a subfolder called **Instructor Email**.

When you select the checkbox next to a message, you can mark it as unread or move it to another folder by using your dropdown menus under the inbox. You can also print messages and determine the number of messages displayed on your page at one time.

To compose an email, click on **Compose**, then **Contacts** to select the recipient. This is an internal email so you will see the students and instructor who are in your course.
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The contact screen will appear. Select the recipients by clicking on the To or CC button next to the person’s name. If you want all, you can select all, or if you change your mind, click on the envelope with the x to deselect a recipient.

The subject is required. Type a subject or else your message won’t be sent.

Type your message

Select **Send**. Notice that you can also select **Save now**. This saves the message in your draft folder so you can send it later. You can also **cancel**.

Be sure to check your email regularly. Your instructor may send you a message that requires a quick response.