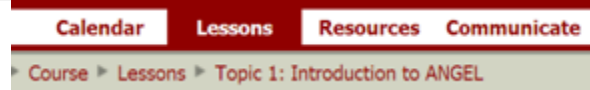


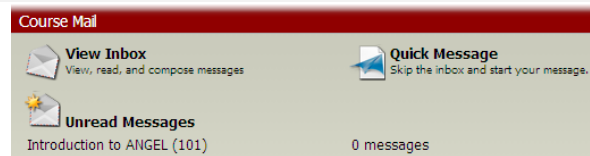
## ANGEL Mail

Angel provides its own internal email system which makes communicating with your fellow students or your teacher easy.

1. Click on the **Communicate** tab

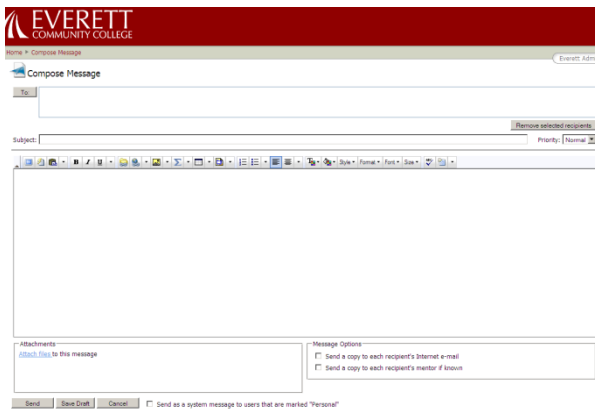


2. Find the **Course Mail** box



## Using Quick Message

Let's work with the **Quick Message** first. Quick Message allows you to bypass the inbox and lets you begin typing a new message right away.



- **To** button - click this to pick who the message will go to
- **Subject** - type in the subject of your email
- A larger **white box** where you type your message
- The ability to **attach** a separate file
- At the bottom there are buttons for **Send, Save Draft, Cancel**

## To Send an Email from the Quick Message View

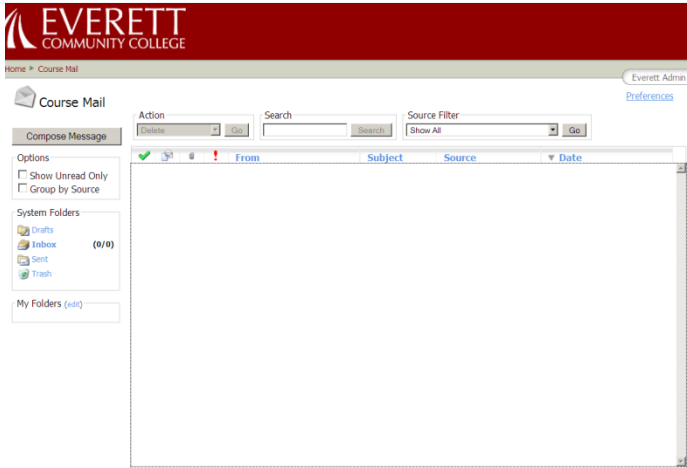
1. Click on the "**To**" button at the top first. Another window will open.
2. Find a student to send email to by clicking on the first letter of their first or last name. For example to send email to Jane Smith, click on either J or S.
3. Their name will appear in the User list. Click on their name and a checkmark will appear in front of their name.
4. Click on the "**To-->**" button (with the arrow) to copy that name to the recipient list - this is the list of who your email will go to.
5. Click the **OK** button at the bottom. You should have returned to the Compose Message window. You'll now have a name in the "To" portion of your email.
6. Complete the **subject line** and type your message.
7. Click **Send** at the bottom of the page.

## Viewing your Inbox (Receiving email)

You can send and receive email via ANGEL. To view email you have received, you will need to go to your email inbox.

1. Go to the **Communicate** tab and the **Course Mail** box (as shown above).
2. Click on the link to **View Inbox**
3. The **Inbox** lets you do two things: (1) see incoming messages and (2) send a new message.

Let's look around this Course Mail window.



The **Compose Message** button will take you to the same page we saw above, when we clicked on the Quick Message link.

Other things of interest in the InBox are the **Source Filter** drop down box - you can filter what your Inbox shows you - to help you focus on just the emails you want to see.

If there's an email in your InBox you can click on the link to read it. When reading an email there will be buttons at the top for **Reply**, **Reply All**, **Forward**, as well as a drop-down box for other **Actions** you can take.

#### **To reply to an email:**

1. Open an email message
2. Click on the **Reply** button. The original message will show in gray.
3. Type your message ABOVE their message.
4. Click the **Send** button near the bottom of the page.