

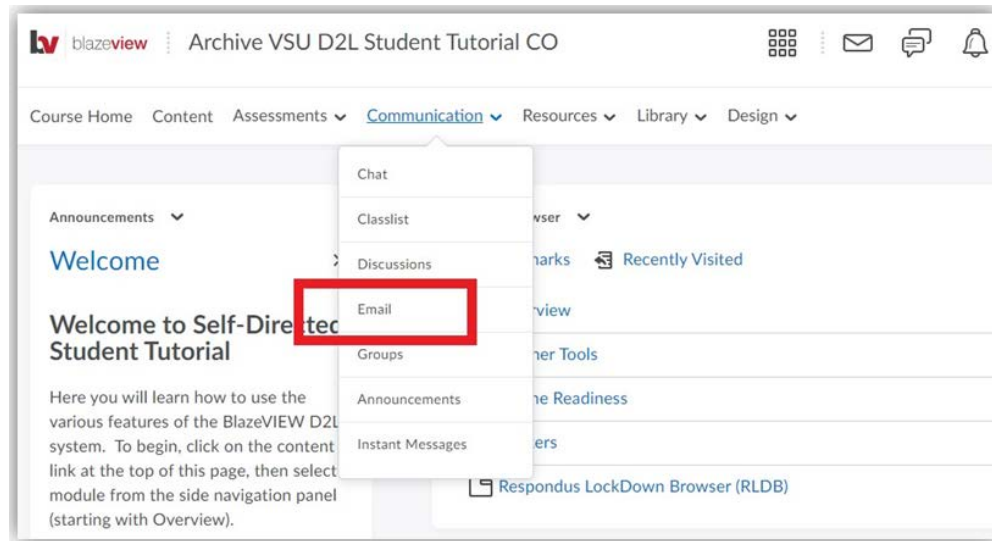
Email Options in BlazeVIEW

BlazeVIEW has its own mail system which you can use to communicate with your students in your online classes. This mail system is internal to D2L and is **completely separate** from your VSU email account.

BlazeVIEW Email Tool

With the Email tool you can read and send email messages, organize received mail using folders and store email addresses using the Address Book.

1. From the Navigation bar, click **Communication** > **Email**:



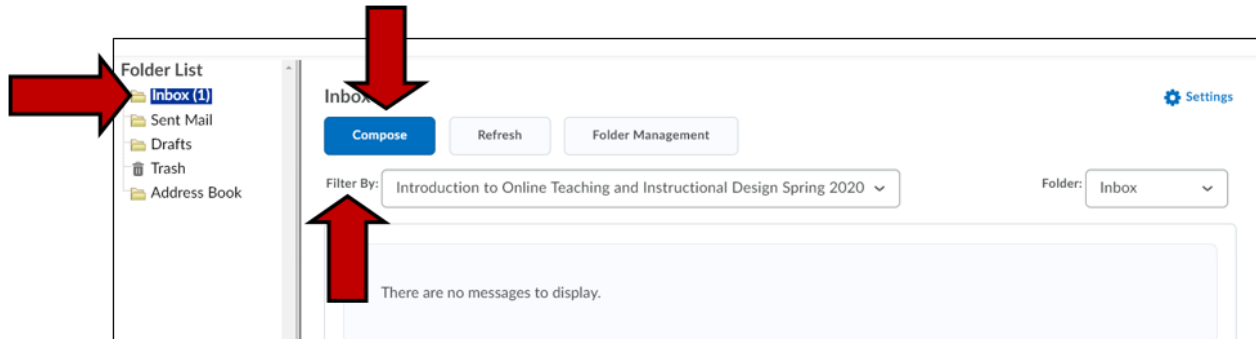
Or, from the Mini bar, click on your Message Alerts (envelope icon).



Once you have opened the Mail page, by default, BlazeVIEW will display your Inbox, where all new incoming messages are stored.

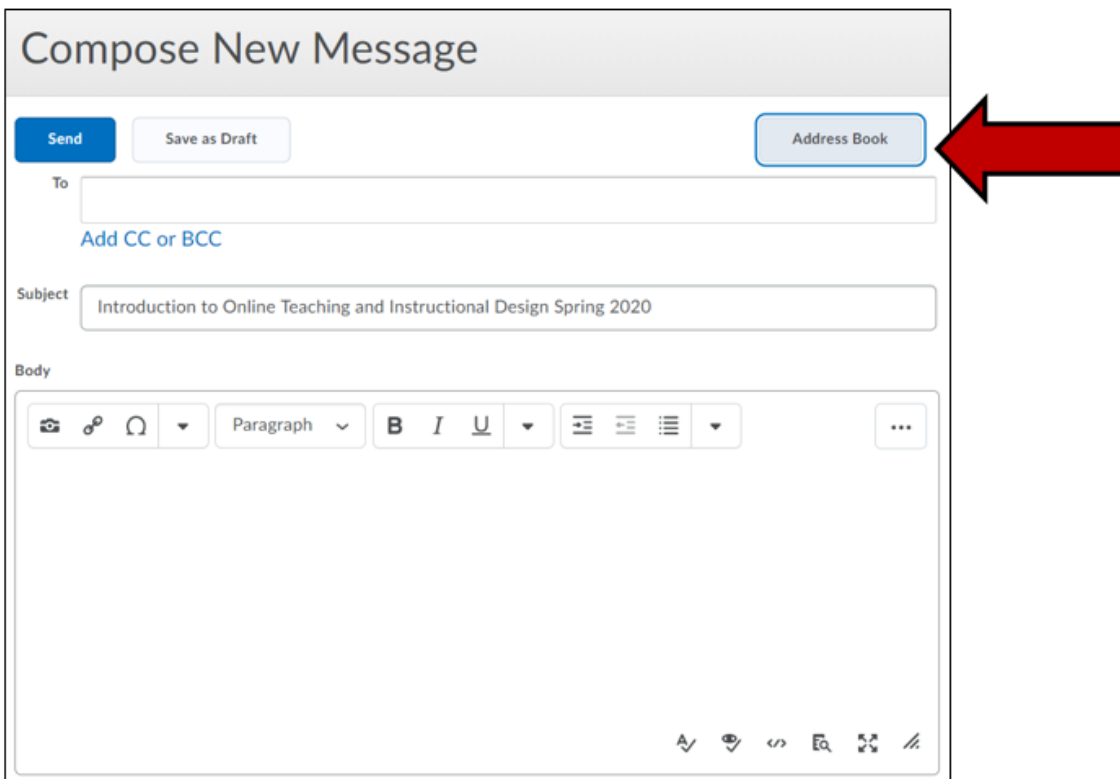
To read a message you received, follow these steps:

1. Select the Inbox to read new messages from each of your BlazeVIEW courses. The message will be displayed in the **Message Preview** section in the bottom half of the page.
2. Filter email for each course using the Filter By list.

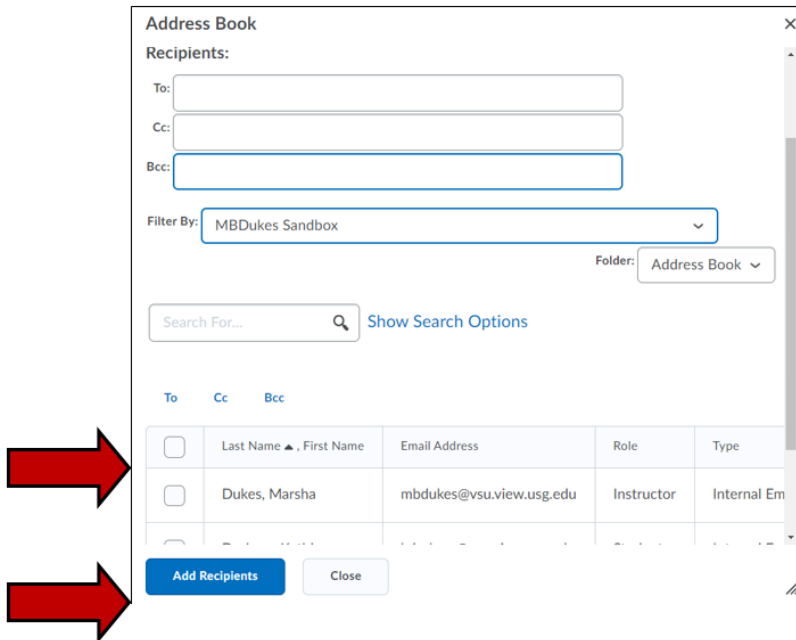


To create a new message, follow these steps:

1. Select the Compose button. A new message composition window will open where you can write your message and indicate who you want to send it to.
2. Enter the **BlazeVIEW username(s)** of the person/people you want to send messages to in the **To:** field.
3. Or, Select the **Address Book** button to choose message recipients.



4. Scroll to check the checkbox next to the student or student's names. To select all students, check the first checkbox next to the LastName FirstName heading. Scroll to the bottom of the list to see each page of students.
5. Select **Add Recipients** after all have been checked.



To reply to a message you receive, follow these steps:

1. First, click on the message you want to reply to, as described in the Reading Mail section above.
2. Click on the Reply button within the Message Preview section of the page.
3. Compose your message as described above.

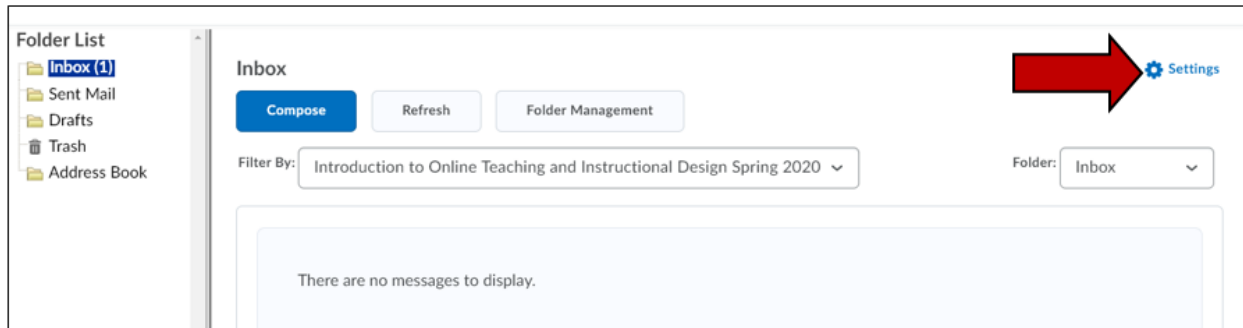
Mail Forwarding

Enabling forwarding in BlazeVIEW Mail will take a message sent to your BlazeVIEW Mail account and forward it to an external email account (such as your VSU email).

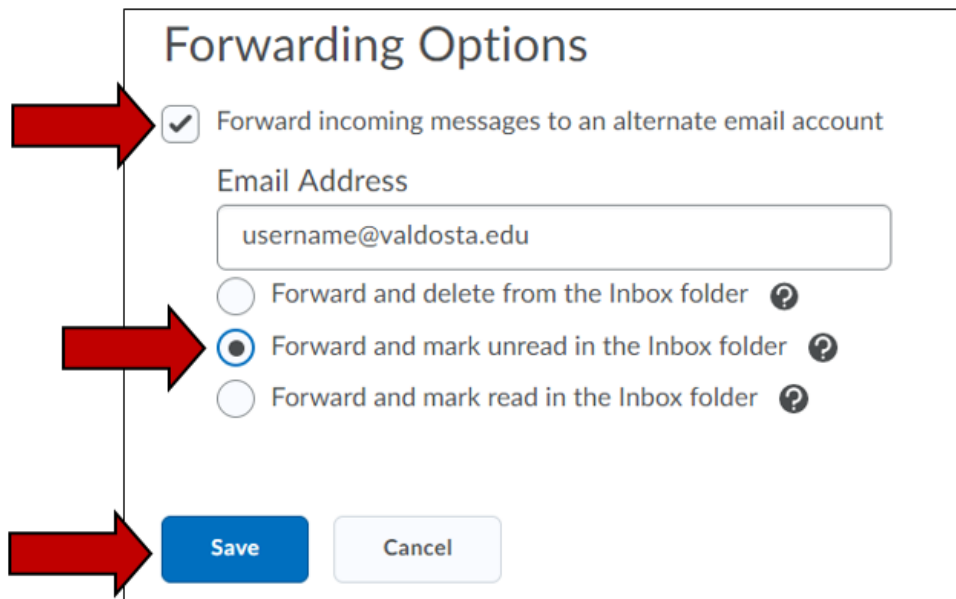
Please note that while you can send email out of BlazeVIEW Mail, you **cannot send email from outside into BlazeVIEW**. If you are enabling forwarding, it should only be for the purpose of notifying you when you've received new messages so that you can log into BlazeVIEW and respond to them.

To enable forwarding, open the Mail page and follow these steps:

1. Click on **Settings**.



2. Scroll down on the page, and in the section labeled **Forwarding Settings**, check the "**Forward incoming messages to an alternate email account**" checkbox.
3. Enter your email address in the Email Address field.
4. Select the "**Forward and mark unread in the Inbox folder**" option.
5. Click the **Save** button

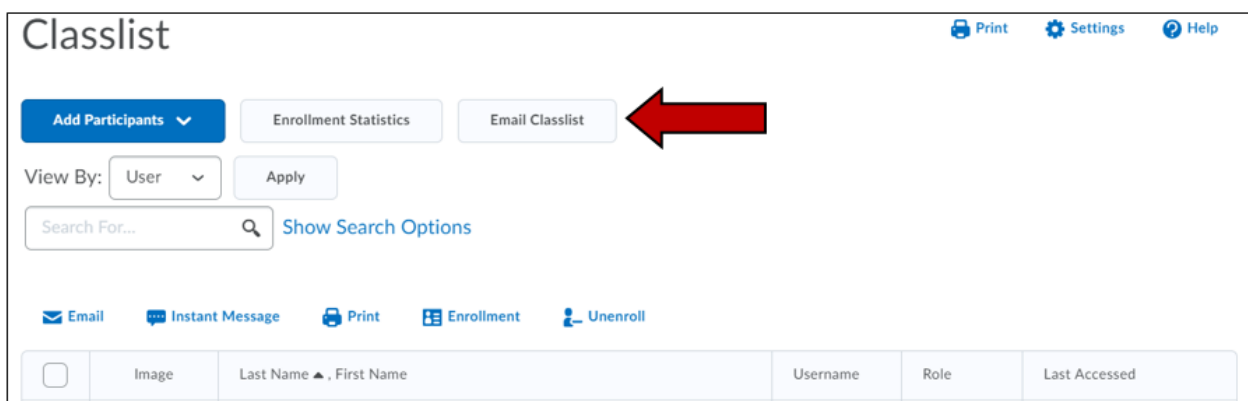


Sending Email from the Classlist

Instructors can send email messages to one, several, or all classlist members at once. When emailing multiple class members using the Classlist, BlazeVIEW adds the email addresses in the BCC field. Keep them there so that individual users are not identified if you are sharing sensitive information.

To email the entire class from Classlist, follow these steps:

1. From the **Navigation** bar, select **Communications > Classlist**.
2. Select **Email Classlist**.



3. Select **Send Email**.
4. Enter the Subject of the email.
5. Enter the body of the message.
6. Select the **Send** button at the top of the page when complete.

To email individual class members from Classlist, follow these steps:

1. From the Navigation bar, select Communications > **Classlist**.
2. Select the checkboxes next to the users who should receive the email.
3. Select the **Email** link.
4. Enter the Subject of the email.
5. Enter the body of the message.
6. Select the **Send** button at the top of the page when complete.