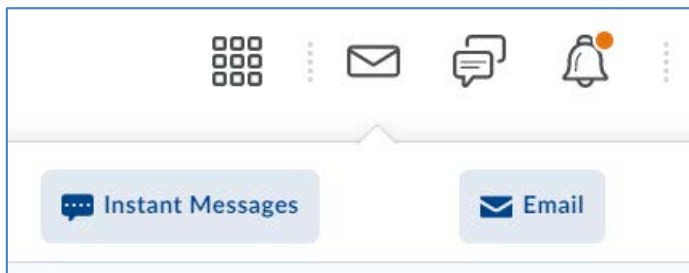


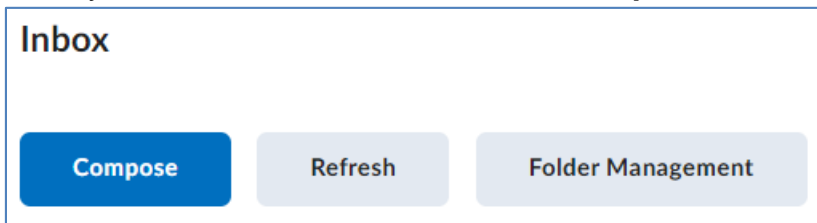
Composing Email in Brightspace

Brightspace email is a self-contained system within the learning environment. This means that you can send and receive emails within Brightspace but you cannot send emails to nor receive emails from outside of Brightspace. If you have a forwarding address set up within Brightspace you can receive **email notifications** at an external address, but composing or replying to Brightspace emails must be done from within the learning environment.

1. To get to your **Brightspace email**, click the **Message Alerts** icon in the Mini-bar



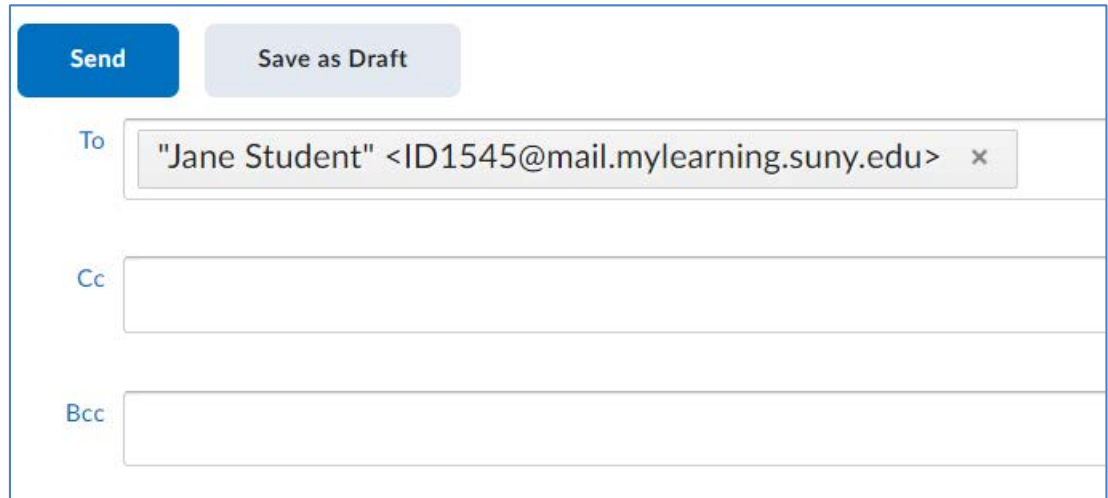
2. From your email inbox interface, select **Compose**



3. To insert email recipients choose from the following options

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- a. **Type in the name** of a student enrolled in your class in the To, CC, or BCC field



Send Save as Draft

To "Jane Student" <ID1545@mail.mylearning.suny.edu> x

Cc

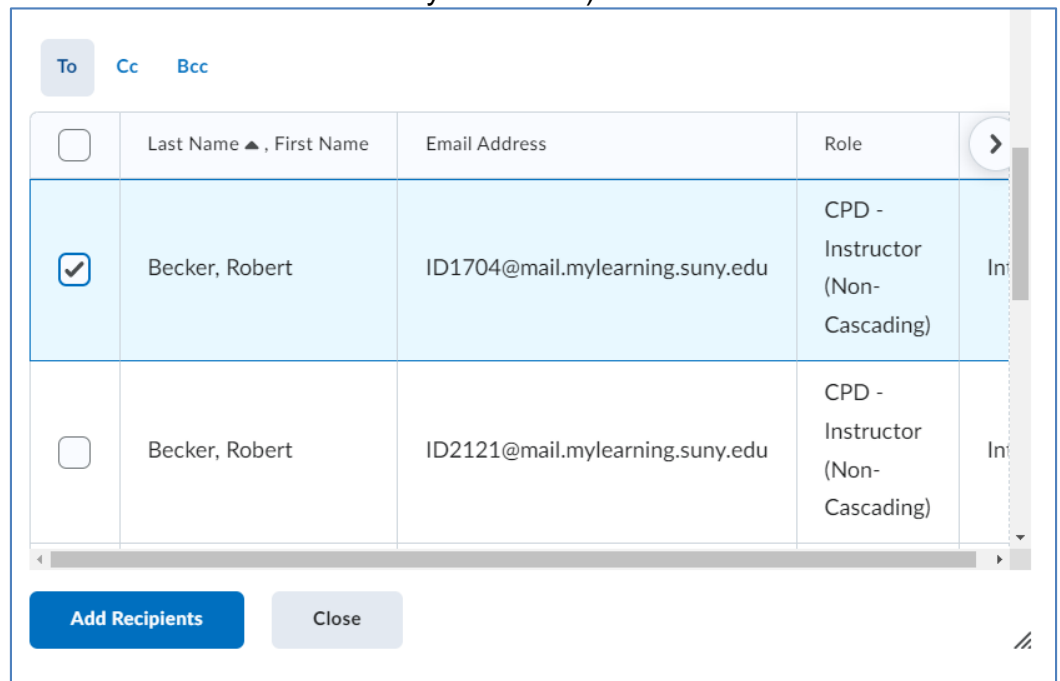
Bcc

- b. Select **Address Book**



Send Save as Draft Address Book

- i. Scroll down on the Address Book page and **Select** the student(s) you wish to send the email to and then click the **To, CC, or BCC option**. When all addressees are added, click **Add Recipients**. (You can use the checkbox at the top of the course list to select ALL students on your roster.)



To Cc Bcc

<input type="checkbox"/>	Last Name ▲, First Name	Email Address	Role	
<input checked="" type="checkbox"/>	Becker, Robert	ID1704@mail.mylearning.suny.edu	CPD - Instructor (Non-Cascading)	In
<input type="checkbox"/>	Becker, Robert	ID2121@mail.mylearning.suny.edu	CPD - Instructor (Non-Cascading)	In

Add Recipients Close

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4. Fill in the **Subject line**. Please note that it will automatically insert the name of your course into the subject line for you


Subject	Heron Training Course > Your Subject Line Goes Here
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5. Compose the **Body** of your email. You can use all of the rich text editor features within your email, including Video Note, embedding videos, images, and creating quick links to your course content, among others
6. Add attachments, if desired, including: **Upload attachments**, **Record Video Notes**, and/or **Choose Existing** Course Content

Attachments

Drop files here, or click below!

 Upload

 Record ▼

Choose Existing

7. **Send** or **Save as Draft** when your email is complete. A copy of your message will be saved in your **Sent Mail** folder within Brightspace

Send	Save as Draft	Cancel
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