Using the Messages Tool

This tutorial shows how to use the Messages tool to send emails through Sakai.

1. Login to your course site at http://sakai.unc.edu

2. Go to the Messages tool on the left – in some sites, it may be renamed as “Email” or “Email messages”

3. To send a new message, select “Compose message”

4. Select the recipients
   - If you are trying to message multiple sections in the same course, hold down the CTRL key as you click the different sections.

5. Make sure to select the “Send a copy” box to make sure the email is sent to the student’s email accounts
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6. You will use the Rich text editor to type the message
   - To add a link to a document that you have saved in the Resources:
     o Click on insert link where you want to insert the link

     ![Link Insertion](image1.png)

     o Select browse from server and then select the file. You can also upload a new file to
       link to in the email

     ![Browse Server](image2.png)

   - If you are copying from a word document, be sure to use the paste from word link.

7. When you have finished, composing the email, select “Send”

8. Since this tool is also an email archive, you can view previous messages by clicking on the “Sent”
   folder and resending messages as needed.