1.0	View Message(s)
1.A.1	**View Message(s) you Receive (Inbox Folder)**
	• Click the button located on your course website where the messaging system is located. [Note: In this example, it is entitled Messages.
	• Click the **Inbox** folder, to open.
	Click the Subject title link, (e.g. Test, in the **Subject** column). [Notice it is underlined in blue.]
	The received message will open in same window. • Read the message. • Click **OK** to return to **Inbox** folder.

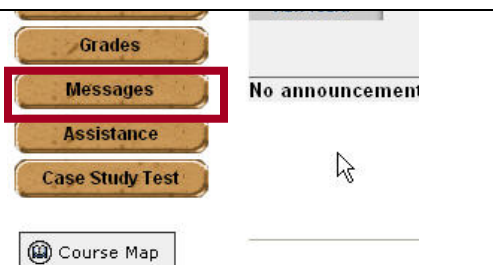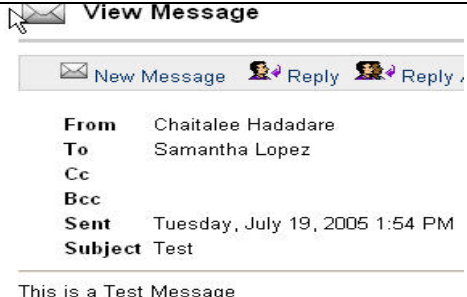| **1.A.2**	**Print Received Message(s)**
	• Complete 1.A.1 instructions to view a message • Click the **Print** button in the toolbar at the top of the received message.
	The **Print** dialog box will appear. • Continue with your usual printing procedures.	

1.A.3	**View Attachment(s)**
	If a message has an attachment, a paper clip icon 📎 will appear next to that message.
	• Complete 1.A.1 instructions to view a message	

	• Click the Subject title link, (e.g. Attachment Test **object** column) to open the message. The attachment title link will appear in the **Attachment** field (below the **Subject** field). *NOTE: Attachment field with attachment link(s) will only appear if there are files attached to the message.* Click on the attachment title link, (e.g. F__Documents_and_Settings_chadadar_Desktop_Social_Behavioral_Sciences_course_Bb_Messages_v3.doc)	From Chaitalee Hadadare To Chaitalee Hadadare Cc Sent Tuesday, July 19, 2005 4:04 PM Subject Attachment-test Attachment F__Documents_and_Settings_chadadar_Deskto ease look at the attachment..
	• Click **Open** from the dialogue box • View the document. *NOTE: The attachment will open in a new browser window, not in the software used to create the document. Therefore, to modify the document you will have to save it to your computer and open it up before making modifications.*	File Download Do you want to open or save this file? Name: ...Behavioral_Sciences_course_Bb_Messages_v3 Type: Microsoft Word Document, 144 KB From: my.usf.edu Open Save Cancel

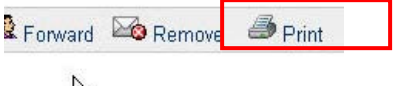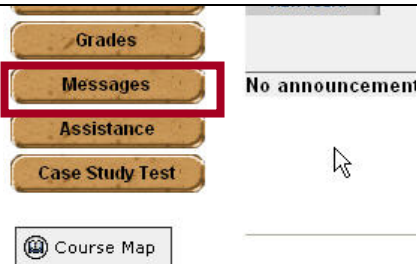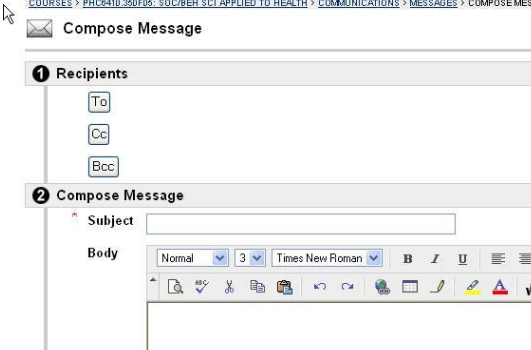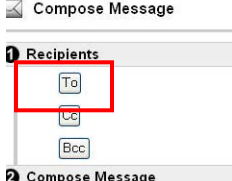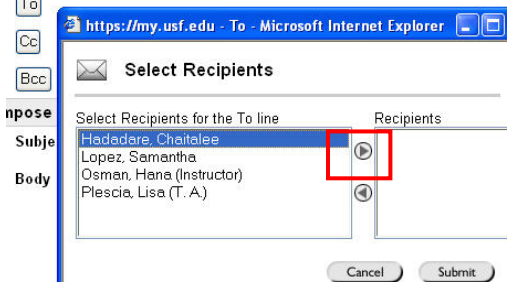|		
1.A.4	**Print Attachment(s)**	
	Once you have viewed the attachment (step 1.A.3), you can print the attachment by following your usual procedure for printing a webpage. (e.g. to print a webpage in Internet Explorer select File>Print from the menu bar on top.	Forward Remove Print
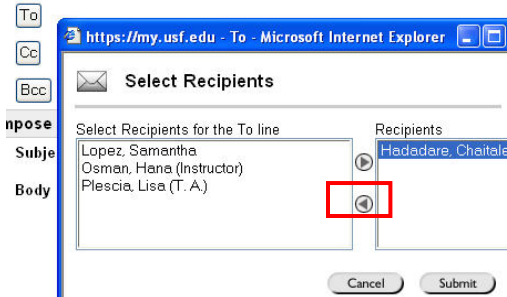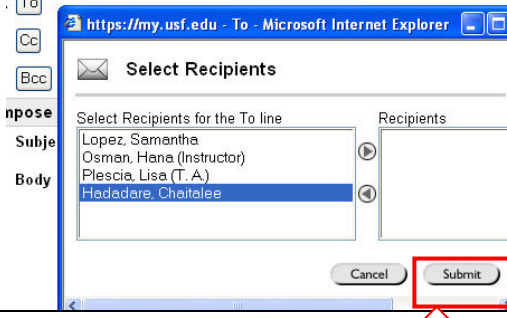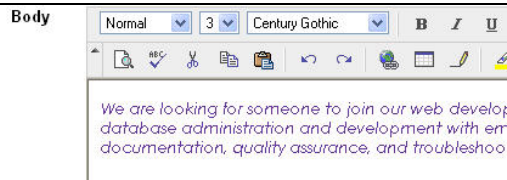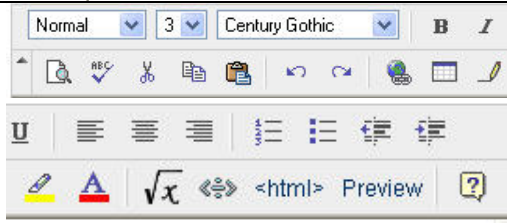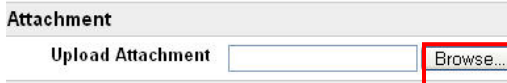
1.B.1	**View Message(s) you Sent (Sent Folder)**	
	• Click the button located on your course website where the messaging system is located. [Note: In this example, it is entitled Messages.]	Grades Messages No announcement Assistance Case Study Test Course Map
	• Click the **Messages** link.	
	• Click the **Sent** folder, to open.	Messages New Message Add Folder Folder Inbox Sent
	• Click the Subject title link, (e.g. Test, in the **Subject** column.)	COURSES > PHC6410.350F05: SOC/BEH SCI APPLIED TO HEALTH > COMMUNICATIONS > MESSAGES > FOLDE Folder: Sent New Message Mark Read Mark Unread Remove Sender Subject Chaitalee Hadadare Attachment-test Chaitalee Hadadare Test
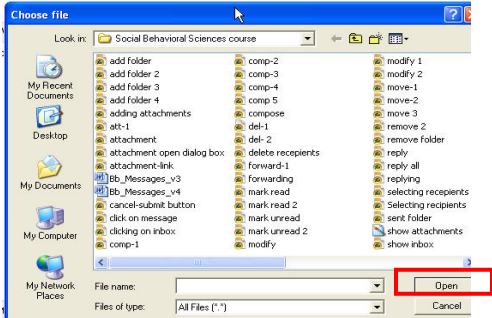
	The sent message will open in same window. • Read the sent message (or print it, see 1.B.2) • Click **OK** to return to **Sent** folder.	**View Message** New Message Reply Reply From Chaitalee Hadadare To Samantha Lopez Cc Bcc Sent Tuesday, July 19, 2005 1:54 PM Subject Test This is a Test Message

1.B.2	**Print Sent Message(s)**	
	Once you have viewed the sent message: • Click the **Print** button in the toolbar at the top of the sent message.	Forward Remove Print
	The **Print** dialog box will appear. • Continue with your usual printing procedures	

2.0	**Compose Message(s)**	
	• Click the button located on your course website where the messaging system is located. [Note: In this example, it is entitled Messages.] • Click the **Messages** link	
	• Click the **New Message** button.	
	The **Compose Message** page will appear.	

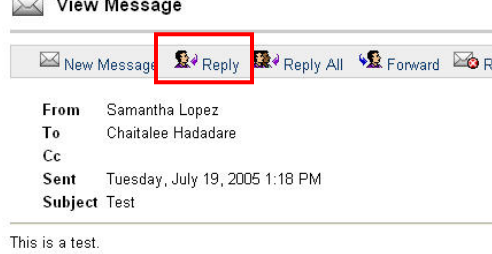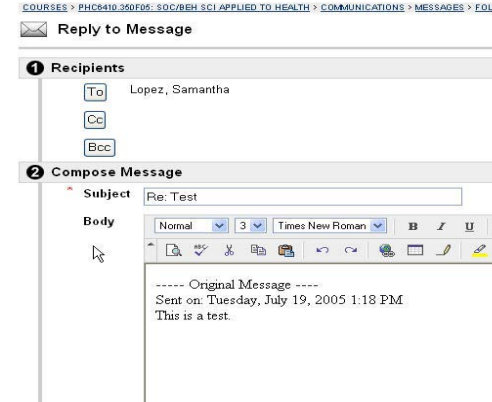| 2.A.1	Recipient Section (required)	
	All messages must have the 'to' field completed. You can also cc, and bcc a message. Here is a review of these terms in case you need a refresher: **To**-- is your primary recipients' field. **Cc**-- stands for carbon-copy. Use this field to send the message to those users that may be interested in the message but are not the primary recipients. **Bcc**-- stands for blind carbon-copy. Use this field to send a copy of the message to those users that may be interested in the message but are not the primary recipients. When using Bcc, other recipients do not know that the users listed in the Bcc field are receiving the message.	
	Select the 'To' recipients (required) • Click the **To** button	
	The **Select Recipients** window will appear. • Select the recipient name(s) from the list on the left (students, instructor, and T.A.s in the course) • Click the right arrow button. *NOTE: The instructor's and teacher assistants' names will be marked with (Instructor) or (T.A.) next to the name, respectively.*	

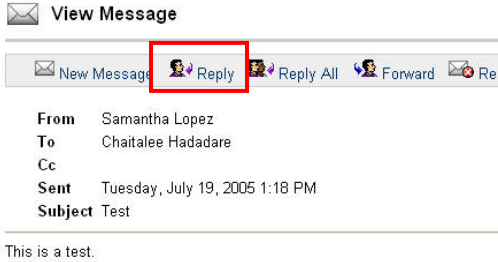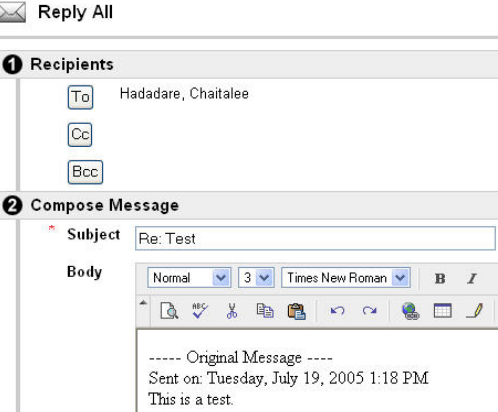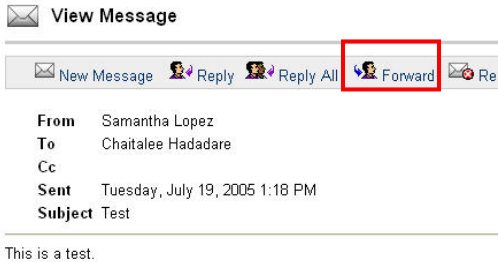|		
	The recipient name(s) will be added to the list on the right in the recipients box. • Continue to select the names of the intended recipients. Make sure you select the right arrow to add them to the list *NOTE: You can only select one recipient at a time.*	
	To delete a name from the list on the right (recipients of your message) • Select the name in the box on the right • Click the left arrow button . The name will be removed fro the list on the right (recipients of your message) and placed back in the list on the left (students, instructor, and T.A.s in the course).	
	• Click **Submit** to return to the **Compose Message** window.	
	The **Recipients**: **To**, fields will now display the name(s) you selected to receive your message (list on the right).	
	Select the Cc and Bcc fields (optional) Repeat step 2.A.1 to select the recipients for the cc, and bcc fields if applicable.	
2.A.2	Compose Message Section (required)	
	After you have selected the recipients: • Enter the title for your message in the **Subject** field.	
	• Enter the text of you message in the **Body** field. You are provided with the standard options such as bold, underline, italicize, align, indent, bullet, number for editing your text.	
	• You have additional options which appear as icons: -spell check -cut/paste -do/redo -add hyperlink to a website -add a table -add a line -highlight text -change color of text -add equations (using the equation/mathxml editors) -add html -preview your message.	
2.A.3	Attachment Section (optional)	
	• Click the **Browse** button to select the file you would like to attach to your message.	

The **Choose file** window will appear. • Select the file(s) you wish to attach to your message. • Click **Open.**	
You will be returned to the **Compose Message** window. The **Attachment** field will display the filename(s) you selected to be attached to your message. *NOTE: If the message that you are composing is a **Reply**, **Reply All**, or **Forward**, you will have the option of including the original attachment(s).*	

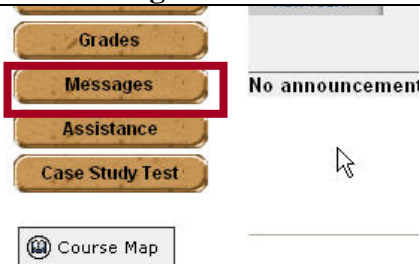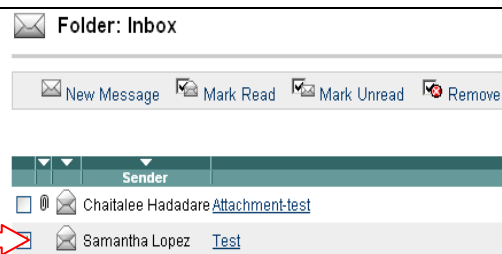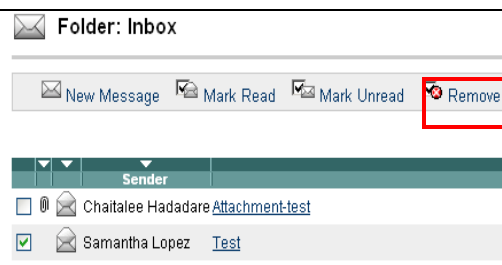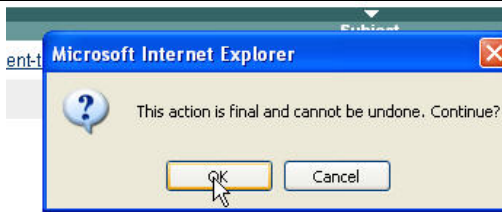| 2.A.4	Submit Section
	When you are finished, • Click **Submit** to send your message. You will then be returned to the **Message** folder. *NOTE: All the messages that you compose <u>and</u> sent will be stored in your **Sent** folder automatically.*

2.B.1	**Reply to one recipient**
	Once you have viewed a message (see 1.A.1) • Click the **Reply** button in the toolbar at the top of the message you wish to reply to sender only.
	A **Compose Message** page will appear with the sender of the message already populated in the **To** field. Notice that the original message title is displayed in the **Subject** field and that the original message is displayed in the **Body** field. *NOTE: Other recipients may be added.* • Type in your message
	If the original message has an attachment-- The file(s) will be listed in the **Attachment** section with a box on the left of the filename(s). You have the option of including it to your message. To reply with the attachment:

	• Check the box if you want to include the attached file(s) to your message. To reply without the attachment: • Leave the box unchecked if you do not want to include the attached file(s) to your message.	

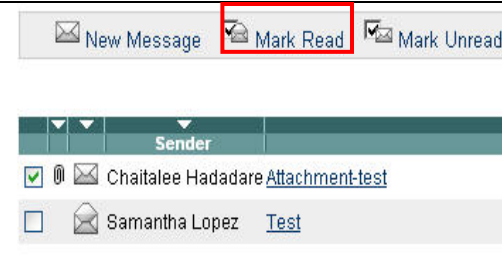| 2.B.2	**Reply to all recipients**	
	Once you have viewed a message (see 1.A.1) • Click the **Reply All** button in the toolbar at the top of the message.	
	A **Compose Message** page will appear with the sender <u>and all other recipients</u> of the message already populated in the **To** field. Notice that the original message title is displayed in the **Subject** field and that the original message is displayed in the **Body** field. *NOTE: Other recipients may be added.* • Type in your message	
	If the original message has an attachment-- The file(s) will be listed in the **Attachment** section with a box on the left of the filename(s). You have the option of including it to your message. To reply with the attachment: • Check the box if you want to include the attached file(s) to your message. To reply without the attachment: • Leave the box unchecked if you do not want to include the attached file(s) to your message.	

2.B.3	**Forward message to new recipient(s)**	
	Once you have viewed a message (see 1.A.1) • Click the **Forward** button in the toolbar at the top of the message you wish to forward.	

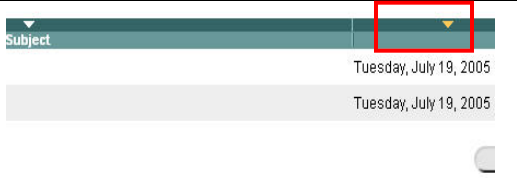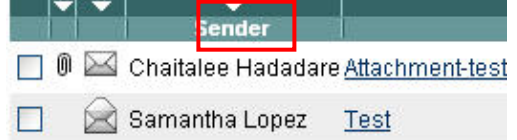|		

	A **Compose Message** page will appear with the original message title displayed in the **Subject** field and the original message displayed in the **Body** field.
	
	NOTE: Recipient(s) of your message needs to be added.
	• Type in your message
		✉ Forward Message
		
		❶ Recipients
		    To
		    Cc
		    Bcc
		
		❷ Compose Message
		  * Subject Fwd: Attachment-test
		  Body Normal ▾ 3 ▾ Times New Roman ▾ **B** *I* <u>U</u> ≣ ≣
		         ↑ 📄 ✓ ✂ 📋 📋 ↶ ↷ 🌐 ▭ ✎ 🖊 **A** √x̄
		         ----- Original Message ----
		         Sent on: Tuesday, July 19, 2005 4:04 PM
		         Please look at the attachment..

	If the original message has an attachment-- The file(s) will be listed in the **Attachment** section with a box on the left of the filename(s). You have the option of including it to your message. To reply with the attachment: • Check the box if you want to include the attached file(s) to your message. To reply without the attachment: • Leave the box unchecked if you do not want to include the attached file(s) to your message.	❸ Attachment Include Attachment ☐ F_Documents_and_Settings_chadadar

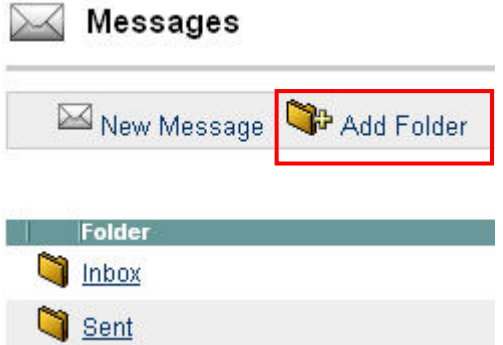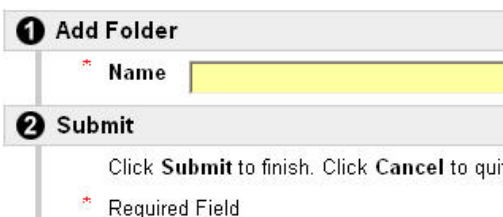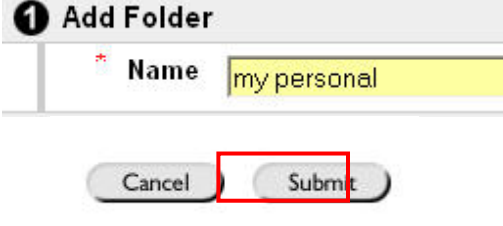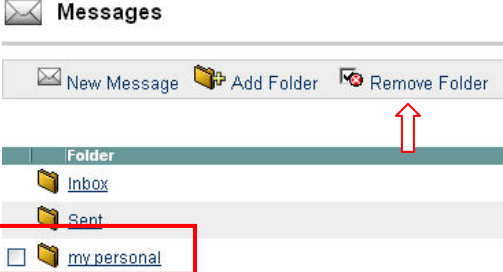| 3.0	Manage Messages in the Inbox or Sent folders
3.A	Delete Message(s) - this action is final. You cannot restore deleted messages
	• Click the button located on your course website where the messaging system is located. [Note: In this example, it is entitled Messages.] • Click the **Messages** link
	• Click the **Inbox** or **Sent** folders.
	• Select the message(s) you wish to delete by clicking once in the box to the left of the message(s). A checkmark appears, indicating selection of the message.
	• Click the **Remove** button in the toolbar at the top of the list of messages.
	A message box will appear to confirm your action of deleting the message(s). • Click **OK**. The message(s) will no longer be listed in the folder.
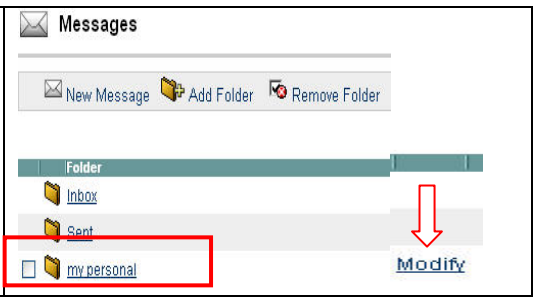
3.B.1	Mark Message(s) as Read
	If the envelope icon, which appears next to the message, is open that means the message has been read.
	To complete this you must be in the inbox or sent folders: • Select the **Unread** message(s) you wish to mark as **Read** by clicking once in the box to the left of the message(s). A checkmark appears indicating selection.
	• Click the **Mark Read** button in the toolbar at the top of the list of messages.
	The envelope icon, which appears next to the message(s), will now appear as open .

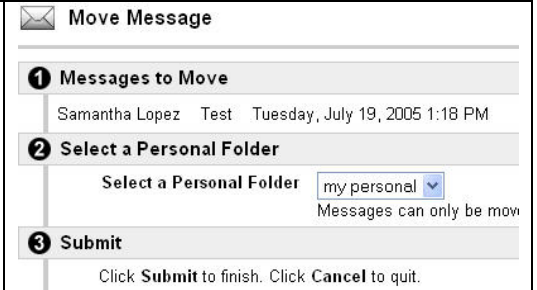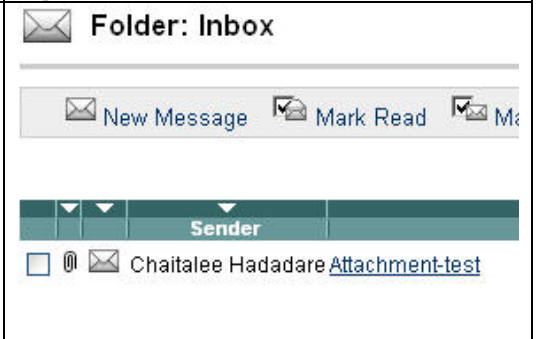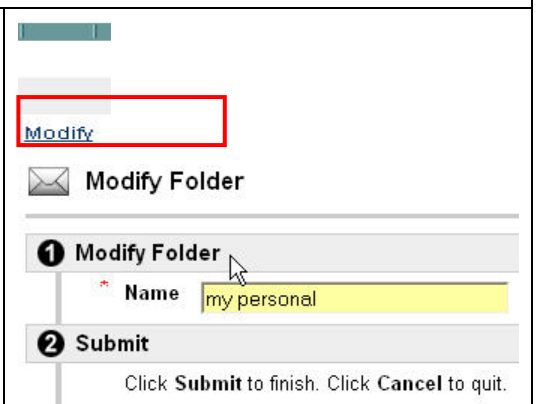| 3.B.2	Mark Message(s) as Unread	
	If the envelope icon, which appears next to the message, is close ✉ that means the message has <u>not</u> been read.	
	To complete this you must be in the inbox or sent folders: • Select the **Read** message(s) you wish to mark as **Unread** by clicking once in the box to the left of the message(s). A checkmark appears indicating selection. • Click the **Mark Unread** button in the toolbar at the top of the list of messages.	
	The envelope icon, which appears next to the message(s), will now appear as close ✉ .	

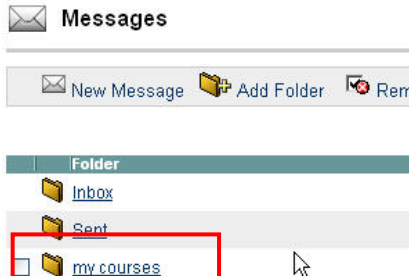| 3.C	Change Order of Messages (by date, subject, sender, etc.)	
	Messages in the **Inbox** and **Sent** folders can be arranged by date, subject, sender, read/unread messages, and messages with attachment by clicking on the arrow at the top of each column. By default, the messages are listed in descending chronological order (by date). Therefore, the most recent messages will appear at the top of the list. *NOTE: The changes to the order of your messages will <u>not</u> remain when you return to the folder. The order of your messages will return to the default order.*	
3.C.1	**To order by Date**: the messages can be arranged in descending (default order) or ascending order of the date and time stamp of the messages. • Click on the Date column header	
3.C.2	**To order by Subject**: the messages can be arranged in descending (Z-A) or ascending (A-Z) alphabetical order of the first letter in the first word of the messages titles. • Click on the Subject column header	
3.C.3	**To order by Sender**: the messages can be arranged in descending (Z-A) or ascending (A-Z) alphabetical order of the first letter in the first name of the sender • Click on the Sender column header	
3.C.4	**To order by Read/Unread Messages**: the messages can be arranged by having all read messages listed first, followed by all unread messages, or vice versa. Within the groups of read and unread messages, the messages are further arranged in descending order of the date and time stamp of the messages. • Click on the column header for the envelope icons	

| 3.C.5 | **To order by Messages with Attachment**: the messages can be arranged by having all messages with attachment listed first, followed by all messages without attachment, or vice versa. Within the groups of messages with or without attachment, the messages are further arranged in descending order of the date and time stamp of the messages.
• Click on the column header for the paper clip icons | |
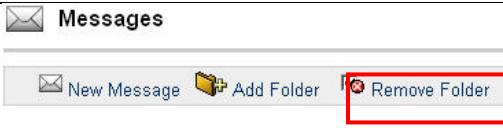
3.D	**Add Personal Folder(s)**	
	• Click the button located on your course website where the messaging system is located. [Note: In this example, it is entitled Messages.] • Click the **Messages** link	
	• Click the **Add Folder** button.	
	The **Add Folder** page will appear.	
	• Enter a name for the personal folder in the **Name** field. **(required)**	
	• Click **Submit**. You will then be returned to the **Message** folder. The new personal folder you created will be listed along with the **Inbox** and **Sent** folders. A **Remove folder** button will now be available in the toolbar at the top of the list of folders.	

• Click on the personal folder name to open. [NOTE: In this example, it is entitled **My Personal**.] You can modify the name of the personal folder(s), as well as delete the personal folder(s). *NOTE: The **Inbox** and **Sent** folders can <u>not</u> be modified, <u>nor</u> can they be deleted.*	

3.D.1	**Move messages to personal folder(s)**	
	NOTE: Messages can <u>only</u> be moved to personal folder(s).	
	• Click on the folder, where the message you wish to move is currently located, to open folder. • Select the message(s) you wish to move to a personal folder by clicking once in the box to the left of the message(s). A checkmark appears, indicating selection of the message. • Click the **Move** button in the toolbar at the top of the list of messages. The **Move Message** page will appear.	
	The messages you selected to be moved will be listed in the **Messages to Move** section. • Select the personal folder you wish to move the message(s) into by choosing its name in the drop box in the **Select a Personal Folder** section.	
	• Click **Submit**. You will then be returned to the folder where the message(s) were originally located. The message(s) will no longer be listed in that folder. • Open the personal folder, which you selected as the destination folder, to view the message(s) that were moved.	

3.D.2	**Change name of personal folder(s)**	
	• Click **Modify**, which is located to the far right of the personal folder(s), to make changes to the name of the personal folder. The **Add Folder** page will appear. • Enter the new name for the personal folder in the **Name** field.	

	• Click **Submit**. You will then be returned to the **Message** folder. The personal folder will be listed by its new name.	

3.D.3	**Delete personal folder(s)**	
	• Select the personal folder(s) you wish to delete by clicking once in the box to the left of the personal folder(s). A checkmark appears, indicating selection of the personal folder.	
	• Click the **Remove folder** button in the toolbar at the top of the list of folders.	
	A message box will appear to confirm your action of deleting the folder(s). [NOTE: The folder(s) and <u>all</u> its content will be deleted.] • Click **OK**. The personal folder(s) will no longer be listed in the **Message** folder.	