## *Creating Messages*

Creating messages in WebCT is similar to creating messages in almost any e-mail system. WebCT also provides additional tools to allow you to add files as attachments and add mathematical equations to your messages. Follow these steps to create a new mail message.

1. Click the **Teach** tab, and then the **Mail** button or icon.

   Additionally, anywhere outside of the **Mail** tool where you see the **ActionLinks** button next to a student name, you can click the button and select **Send Mail** from the menu. The following example is from a topic within the **Discussions** tool.
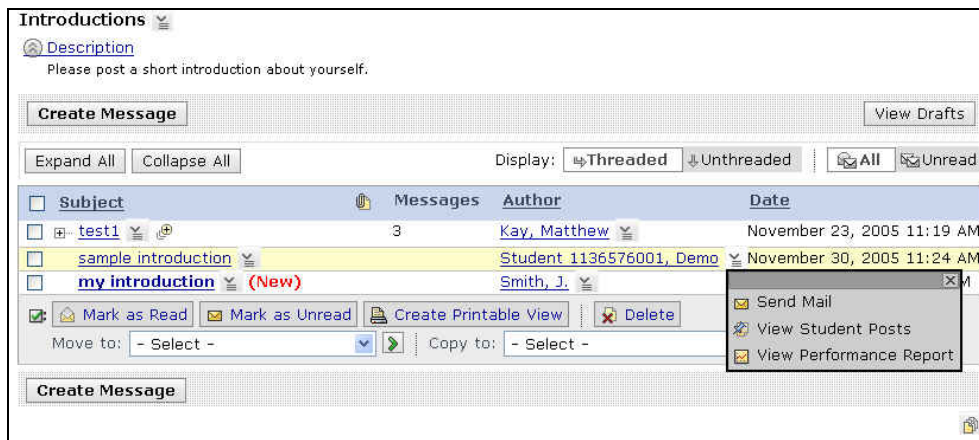
2. From the main **Mail** page, click **Create Message**. A new window appears.
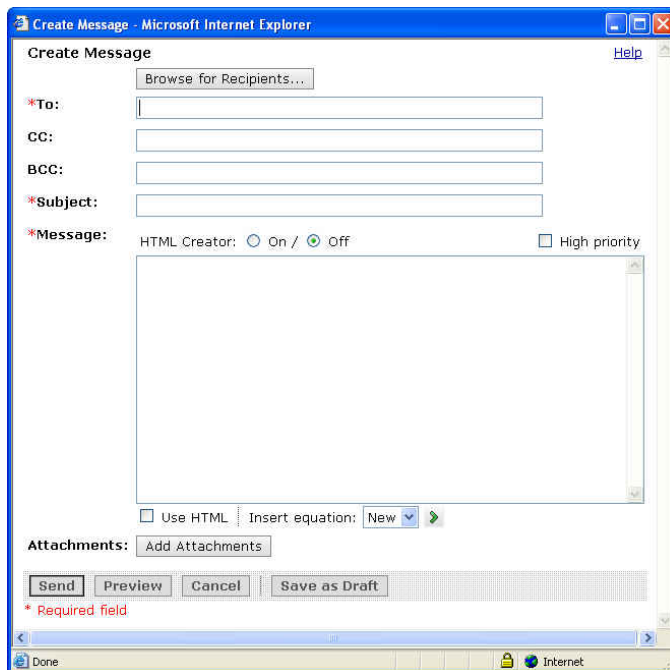
3. Click the **Browse for Recipients** button. Another window appears with the names of the students, teaching assistants, and instructors of the course.
4. Select the check box next to each recipient's name in either the To, CC (carbon copy) or BCC (blind carbon copy) column.
5. Click **Save**. The list of names closes and returns you to the **Create Message** window with the list of recipients displayed.
6. Type a subject for your mail message in the **Subject** box.
7. Click in the **Message** text box and type your message. Optionally, you may format your entire message using the **HTML editor**, or add a mathematical equation by clicking the **Go** button next to **Insert equation**. For an explanation on how to use these editors, please refer to the *WebCT: The Basics* document.
8. At the bottom of the **Create Message** window, click **Send**. The window closes and your message is sent to the recipients, with a copy saved in the **Sent Mail** folder.