Angel – How to Send an Email

Created by Shannan Magolan 5/18/2010

*Please note that the standard permissions for Students in Angel email limit their ability to contact their classmates directly. Usually, students will only be able to email their instructor directly.

1. Log into your class and click on the “Communication” tab.
2. Click on “Quick Message”
3. You cannot type in the To field. To enter a recipient, click on the “To” button.

4. In the window titled “Select Message Recipients”:
   
a) Put a check mark in the box next to “All Course Faculty”. This sends to your instructor only.

b) Click on the “To” button to the right to move “All Course Faculty” into the box next to it.

c) Click on “OK” at the bottom of the page.
5. Back to the Compose Message window. The “To” field will now be filled in with your recipients. At this point Angel email is just like most other email systems – add your title and message and click the “Send” button at the bottom the page.
Common Issues:

1. Display errors are usually the result of:
   a) Using an incompatible browser (such as Safari or Google Chrome). You can resolve this by using Internet Explorer (version 7 or higher) or Mozilla Firefox (available for free at www.mozilla.com).
   b) Screen resolution (huge icons and text?) right click on your desk top and adjust your screen resolution until you can see the “OK” button. You can also try holding the Ctrl button on your PCs keyboard and scrolling with the wheel on your mouse until the “OK” button shows.