


Email

Educator has a built in e-mail system. As an online student, you are automatically given an Educator E-mail account. This E-mail system can send and receive E-mails from within Educator and has similarities to other E-mail systems.

To check your E-mail, enter a course and click the E-mail link. If you are familiar with using E-mail, Educator is just slightly different. To open a message, click the

Mail Folder: 

Sort:

Status	Who	Date	Subject
Viewed	Mark Tiltman	11/17/06 9:40 AM	No Subject

subject line.

While in an E-mail, all the buttons you will need are along the bottom of the page.

Sending an E-mail within Educator is as simple as any E-mail system. Click the [Send Message sub link](#). When the page displays,

enter the address or check the appropriate Check box(s),
Enter a subject, and a message.

You can also add attachments by clicking the attach file link above the Course Origination drop down box.

TO CC BCC

[Distance Education Team](#) (DED 101 06)

(DED 101 06) *Teaching Assistant*

[Distance Intern](#) (DED 101 06) *Teaching Assistant*

[Distance Education](#) (Course 4 101)

[Distance Education](#) (Course 1 101)

[E-mail specific students from this course](#)

[E-mail specific students from all courses](#)



Course Origination:

Priority:

To:

From:
Distance Education Intern <disted@midmich.ucompass.com>

Subject:

CC:

BCC:

Message: