



How to Send a Group eMail

Step 1 Log into: <http://www.Respondere-Learn.com>

Step 2 Navigate to the course you're teaching

Step 3 On the left-hand side under Course menu select **"Send e-mail."**

The screenshot shows the course interface for 'IRCT Basic Online Course (February 2011)'. On the left, the 'Course Menu' is expanded, showing options like 'Introduction', 'Staff Information', 'IRCT Information', 'Course Modules', 'Discussion Board', 'IRCT Library', 'Gradebook', 'Calendar', and 'Send e-mail'. A red arrow points to the 'Send e-mail' option. The main content area displays the 'Topic outline' for the 'Introduction' section, with a 'Welcome to IRCT Training' message and a brief overview of the training program.

NOTE: If the Send e-mail icon does not appear on your course or community, please contact the LMS Support Desk (NDMSHelpdesk@hhs.gov) to enable this function.

Step 4

- Select an individual, multiple individuals or the entire roster to send an e-mail to.
- If you desire to send an e-mail to the entire roster, click the "Select all" button.

The screenshot shows a control bar with the following elements: 'Page: 1 2 (Next)', a red arrow pointing to the 'Select all' button, the 'Deselect all' button, a small circular icon, the 'Send e-mail' button, and the text 'Show all 25'.

Step 5 Compose your e-mail and select the "Preview" button.

Message body:

Read carefully

Write carefully

Ask good questions

About the HTML editor

Path: body » p

Formatting: HTML format

Preview

Step 6

- If satisfied with the e-mail select the ***“Send message”*** button.

HTML Format Preview

Send message Update

Step 7

If you wish to edit the e-mail, select the ***“Update”*** button and make revisions.

HTML Format Preview

Send message Update

Select the ***“Preview”*** button and click ***“Send message.”***