WebCT Mail

How do I use email?
Using e-mail (electronic mail) you can send mail to other students or the instructor.

The mail icon in WebCT allows users to send e-mail to other WebCT users. WebCT also allows for mail to be forwarded to any Internet mail address if the administrator allows it.

This icon will be displayed if you have new mail.

Viewing Folders

When you have new mail, click on the mail icon (or the Mail course menu item). You will see a page showing your mail folders. Select the folder you wish to view by clicking on the folder link.

The menu icons on this page perform the following actions
  o To compose a new message
  o Search for text in a message
  o Create, delete and rename mail folders
  o Move messages to folders or delete
  o Mail forwarding or alter number of messages to display on the page

Forward Mail
To forward your WebCT email to an external email address, choose Manage Settings. The following window appears where you can enter your email address.

Read Messages
When you choose a mailbox to view, you will see the e-mail page, which contains

- Some buttons for working with messages,
- A message organizer section and
- A listing of the emails in the selected folder.
The first line of the message is the Subject of the message/s. The second line contains -

- a check box where you can select a file/files when you want to do something with it,
- the name of the sender
- the time and date the message was sent
- a new indicator if the message has not been read To read a message, click on the Subject title.

To reply to the message press the reply button.

After you have written the reply message click on the Send button.