

Sending a Message

http://Sakai.Providence.edu SakaiHelp@Providence.edu www.Providence.edu/ITDP

Using the Messages Tool:

1. In the Sakai site, select "Messages" from the left hand menu.



2. At the top of the screen, click the tab labelled "Compose Message".



3. You can send a message to all participants or just one. You need to give the message a subject, and then you have all the regular editing tools to compose the message. You can also add attachments. When you are done, scroll down and click "Send".

Sakai 11 Sandbox > MESSAGES		
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	Messages / Compose	
Syllabus	Compose a Message	
Calendar	Required items marked with *	
E Resources	*То	Click here to select recipients
8		All Participants
Assignments	OAdd Bcc	Organizer Role
Site Info	Send Cc	Ryan, Shonna M
Gradebook 2	Label	Normal
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Gradebook Gradebook Help	Subject	
	Message	
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No Attachments Yet		
	Add attachments	
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