

Sending E-Mail Through the Communicate Tool

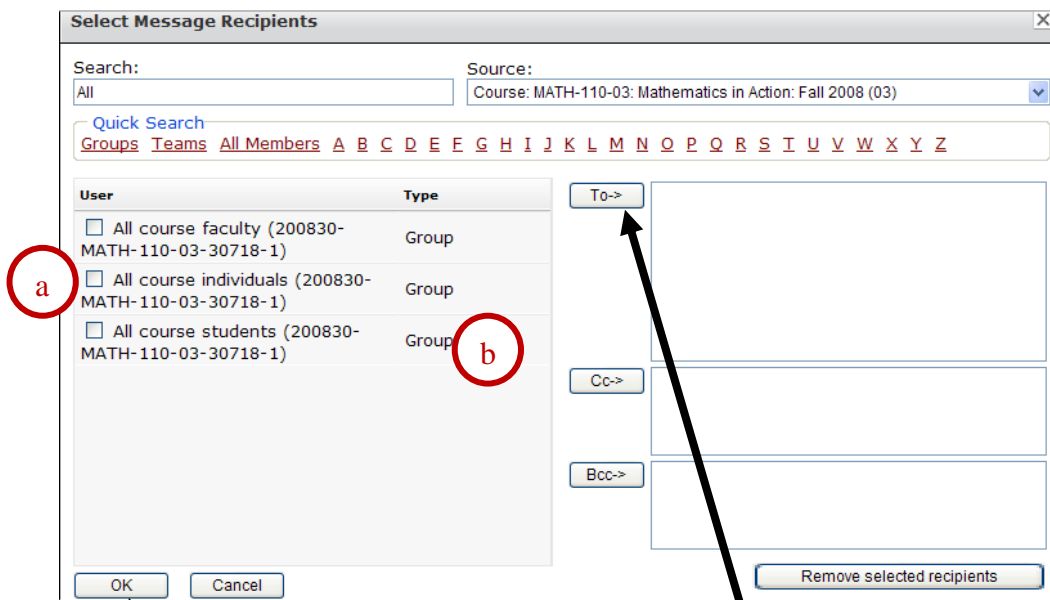
ANGEL courses are synced each day with the current roster available in registrars. This roster can be used for many things, one of which is sending e-mail to the students in the course. When sending ANGEL mail the recipient receives a copy in their ANGEL inbox and their Fredonia inbox.

Accessing ANGEL Mail

1. Log on to ANGEL at <https://fredonia.sln.suny.edu>
2. Click on the course you would like to send mail to
3. Click on the Communicate tab at the top of the page
4. To compose a message click on Quick Message. If you would like to view mail sent and received to you through ANGEL click on View Inbox

Composing

1. After clicking on Quick Message, press the To button to add recipients to your message.
2. If you want to send to the entire class you have two options:
 - a. Check All course Individuals if you would like to receive a copy of the message
 - b. Check All course students to send the message to only the students in your class



3. Press the To button to add the group to the message
4. Press OK to return back to your message
5. Compose a subject line and message

Sending to Individual Students

1. After clicking on Quick Message, press the To button to add recipients to your message.
2. Checkmark the students that will receive the message
3. Press the To button to add them to the message
4. Press OK to return back to the message

Viewing Mail

1. From the Communicate tab click on the View Inbox link
2. From the Inbox you can read your incoming mail, compose a new message, and check mail from other courses
 - a. All incoming mail was also delivered to your Fredonia inbox
3. Press the Compose button in the top left corner to start a new message
4. Change the Source Filter to read mail from another course