

HuskyCT User Guide: Using the External Email Tool

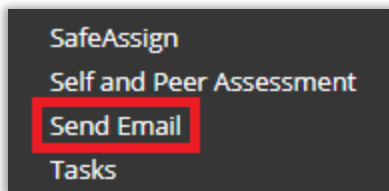
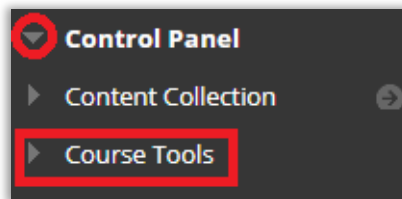
The instructor can use the Email tool in HuskyCT to send information to one or more of the students at their uconn.edu email address. A copy of the email will go to the instructor sending it. If students reply to the email received the response will go to the instructor's uconn.edu email address.

Instructors can access the "Send Email" function through Course Tools in the Control Panel and the Grade Center. To give students access, it must be added as a "Tool Link" to the left-hand navigation menu

Instructor access to the Send Email function

Option 1: Through Course Tools

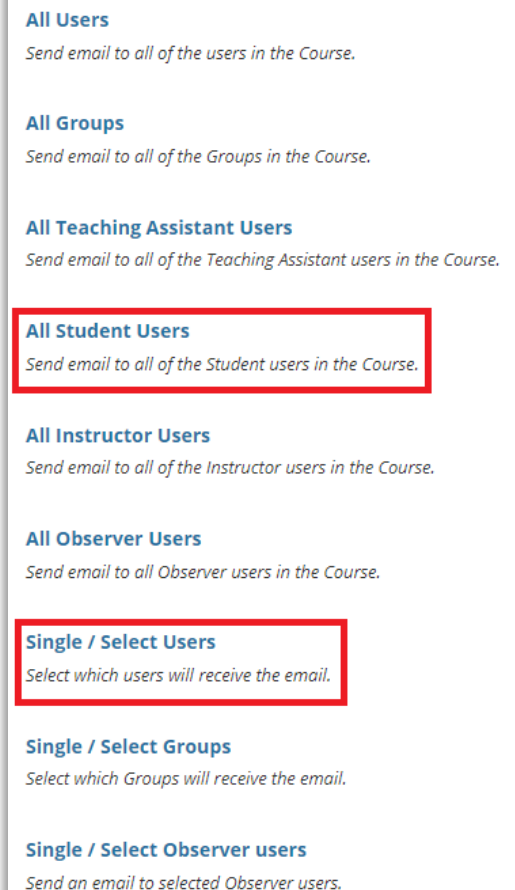
Go to "Control Panel"
then "Course Tools"



Click on "Send Email"

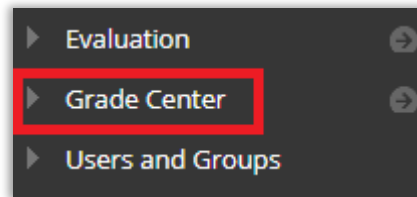
Click on one of the student recipient options.

NOTE: If "All Student Users" is chosen, the next step will be composing the email. If "Single/Select Users" is chosen, you will need to first select the recipients from a list

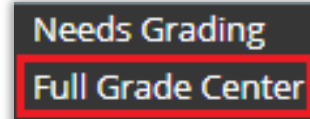


Option 2: Through the Grade Center

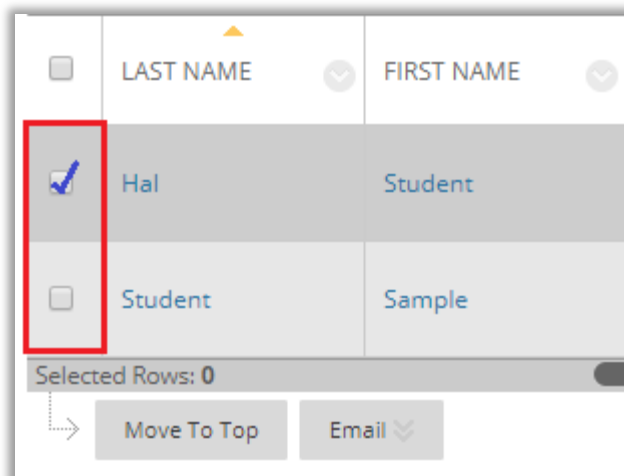
Click on "Grade Center"
under "Control Panel"



Click "Full Grade Center"



Use the checkboxes to select
1 or more students, then
click the "Email" button



Please Note: Use the
checkbox at the top
left to select all

Compose and Send the Email

Please Note: There may be some minor differences in the appearance of the screen where the email is composed depending on where the Email tool was accessed (Course Tools or Grade Center)

Enter a Subject

Enter a Message

Check the box next to "Return Receipt" to have a record of the recipients of the email

Click the "Attach a file" link to attach a file. After one file has been attached, it is possible to attach another

☐ Include list of recipients
A copy of this email will be sent to the sender.

Click "Submit" to send the email

The screenshot shows an email composition window. At the top is a 'Subject' field with a red box around it. Below is the 'Message' body with a rich text editor toolbar (font, bold, italic, underline, paragraph, Arial, 3 (12pt), cut, copy, paste, undo, redo, bulleted list, numbered list, indent, outdent, link, unlink, insert image, insert video, insert table, insert link, insert unlink, insert signature, insert quote, insert code, insert link, insert unlink, insert image, insert video, insert table, insert link, insert unlink, insert signature, insert quote, insert code) and a large text area with a red box around it. Below the message body is a 'Path: p' label. Underneath is a section titled 'A copy of this email will be sent to the sender.' containing a 'Return Receipt' checkbox with a red box around it. At the bottom is an 'Attachments' section with an 'Attach a file' link highlighted by a red box.

NOTE: This is the wording for the "Return Receipt" Option when the email is sent from Grade Center

Cancel

Submit

Still need help?

For further information or assistance with HuskyCT, please contact the Educational Technology Office at edtech@uconn.edu or 860-486-5052.