

Key Concepts:

Add the Mailtool
Send Email to an Individual Participant
Send Email to Multiple Site Participants
Send Mass Email to all Participants
Options

The TRACS mailtool allows you to send individual, multiple, or mass Email to your site.

Add the Mailtool:

- Step 1:** Click [\[Site Info\]](#) in the site you wish to add the Forums tool.
- Step 2:** Click [\[Edit Tools\]](#).
- Step 3:** Place a checkbox next to the Mailtool tool.
- Step 4:** Scroll down to the bottom of the screen and click [\[Continue\]](#) and then [\[Finish\]](#).

Send Email to an Individual Participant:

- Step 1:** Click [\[Mailtool\]](#) in the left side menu bar.
- Step 2:** Click the [\[Select X role\]](#) where X is the participant's role you wish to email. Examples of roles are Instructor, TA, Student, Maintainer, Grader, Access...
- Step 3:** Place a checkmark in the box next to the individual's name you wish to send an email.
- Step 4:** If you want this email message sent to another recipient outside of the site, please type their full email address in the field named "Other Recipient(s)".
- Step 5:** Compose your message and add attachments or a subject if you wish.
- Step 6:** If you want a copy of the message to be sent to yourself, then please check the box marked "send me a copy".
- Step 7:** Click [\[Send Mail\]](#) to send your email, or click [\[Cancel\]](#) to cancel any changes you have made.

Send Email to Multiple Site Participants:

- Step 1:** Click [\[Mailtool\]](#) in the left side menu bar.
- Step 2:** Click the [\[Select X role\]](#) where X is the participant's role you wish to email. Examples of roles are Instructor, TA,

Student, Maintainer, Grader, Access...

- Step 3:** Place a checkmark in the boxes next to the individual's name you wish to send an email.
- Step 4:** If you want this email message sent to another recipient outside of the site, please type their full email address in the field named "Other Recipient(s):".
- Step 5:** Compose your message and add attachments if you wish.
- Step 6:** If you want a copy of the message to be sent to yourself, then check the box marked "send me a copy".
- Step 7:** Click [\[Send Mail\]](#) to send your email, or click [\[Cancel\]](#) to cancel any changes you have made.

Send Mass Email to all Participants:

- Step 1:** Click [\[Mailtool\]](#) in the left side menu bar.
- Step 2:** Place a checkmark in all the boxes next to [\[All X\]](#) where X is the role you wish to email. For example, if you want a message to go to all students, then click the All Students box.
- Step 3:** If you want this email message sent to another recipient outside of the site, please type their full email address in the field named "Other Recipient(s):".
- Step 4:** Compose your message and add attachments or subject if you wish.
- Step 5:** If you want a copy of the message to be sent to yourself, then check the box marked "send me a copy".
- Step 6:** Click [\[Send Mail\]](#) to send your email, or click [\[Cancel\]](#) to cancel any changes you have made.

Options:

At the top of the Compose screen will be a link titled [\[Options\]](#). Changing the settings on the Options screen will set the default behavior for the Mailtool for the entire site.

- » Selection View: There are four choices available in the drop down list:
 - » Users – A simple listing of all users sorted alphabetically.
 - » Users by Role – The default interface and is the most flexible interface available.
 - » Side by Side – This provides two selection lists side by side.
 - » Scrolling List – This provides a single scrolling list which allows rapid selection of sets of lines based on Ctrl-clicks and Shift-clicks.
- » Copies: Determines how copies of the message are handled. Place a checkbox in the "Send Copy to Self" box if you want

emails sent from the site to be sent to your email address every time you create a message.

- » Reply-to: Determines how email replies will be handled. The default behavior is for replies to be directed to the sender's email address. If the "Do not allow reply" option is selected, the reply-to address becomes 'no-reply@tracs.txstate.edu.'
- » Message format: Determines which message composition panel you wish to use to compose emails which can either be plain text or the built in rich-text editor.

Click [\[Update defaults\]](#) to update your Mailtool options or [\[Cancel\]](#) to cancel any changes you have made.

For questions, contact ETC Support at 245.5566. You can also email us at tracs@txstate.edu

For the TRACS website home page, go to: <http://tracs.txstate.edu/portal/login>

If your login fails and you need help with your Net ID or password, contact ITAC at 245.4822.