Create a Course Message

1. Click **Control Panel > Course Tools > Course Messages**
2. On the **Course Messages** page, click **Create Message** on the action bar.

3. On the **Compose Message** page, select **To** and a list of course members appears.

4. In the **SelectRecipients: To line** box, select the recipients and click the right-pointing arrow to move them to the **Recipients** box.

5. Type the **Subject**.

6. Type the **Body**. You can attach documents.

7. In the **Attachment** section, optionally, add an attachment from your computer.
Delete a Course Message

1. Click Control Panel > Course Tools > Course Messages
2. On the Course Messages page, select the folder that contains the message.
3. On the Folder page, select the check box for each message that you want to delete and click Delete.

NOTE: Deleting a message is final and cannot be undone.