

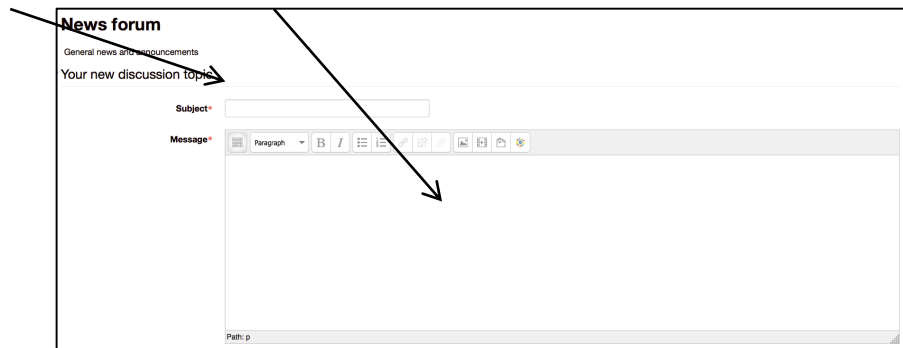
## How to email students in a course

An instructor can send messages to all participants at once via the News Forum within a course. This method is preferable to using the “Messages” system in Moodle. Both send the message to the student’s MNU email account. The difference is the News Forum also sends a copy of the message to the instructor’s email account. Messages do not send a copy to the instructor.

1. Open the course where you wish to communicate with the students.
2. Click on the News Forum.
3. Click on Add a New topic.

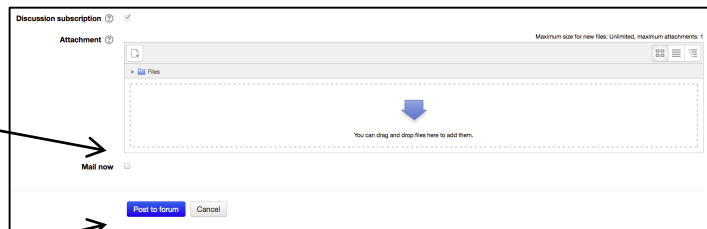


4. Fill out the Subject line and the message box.



5. You can add an attachment, if needed.

6. **Important step!** Be sure to click the Mail now box below the attachment area. This will send it out to the email system immediately.



7. Click Post to forum when finished. Again, this will send out your message to all students and will send a copy to the instructor.