

## Email Options in BlazeVIEW

BlazeVIEW has its own mail system which you can use to communicate with the instructor and other students in your online classes. This mail system is internal to D2L and is **completely separate** from your VSU email account.

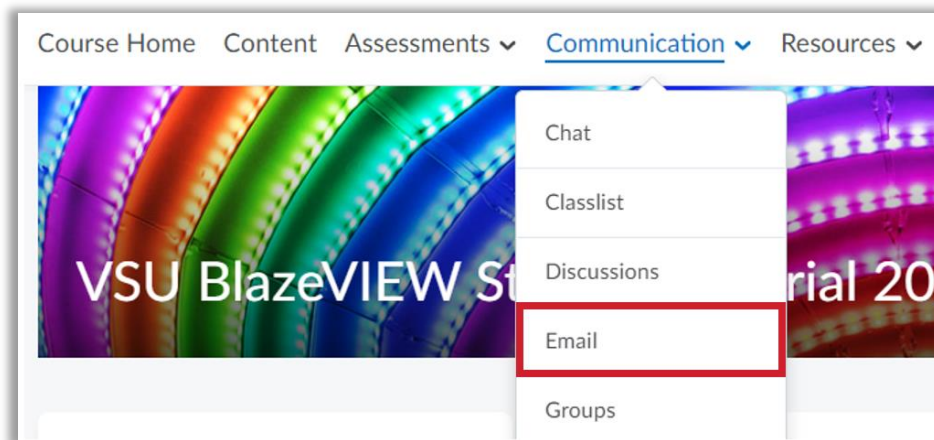
### BlazeVIEW Email Tool

With the email tool, you can read and send email messages, organize received mail using folders, and store email addresses using the Address Book.

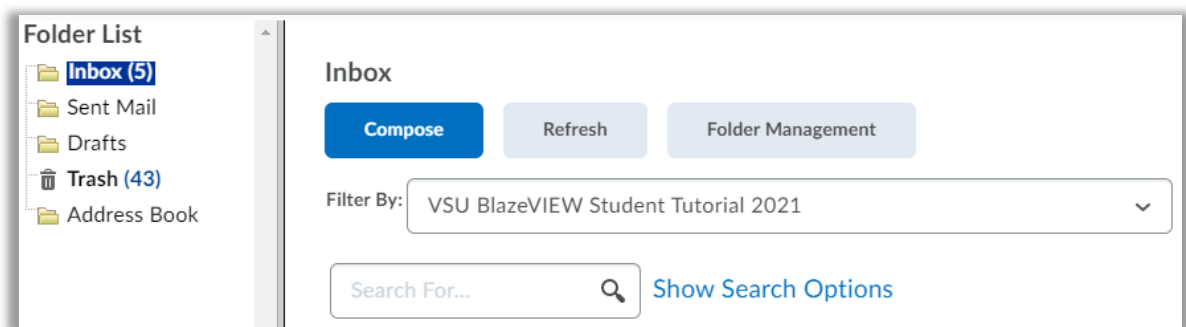
1. From the Minibar, click on **Message Alerts** (envelope icon)



2. Or, from the Navigation Bar within a course, click **Communication > Email**

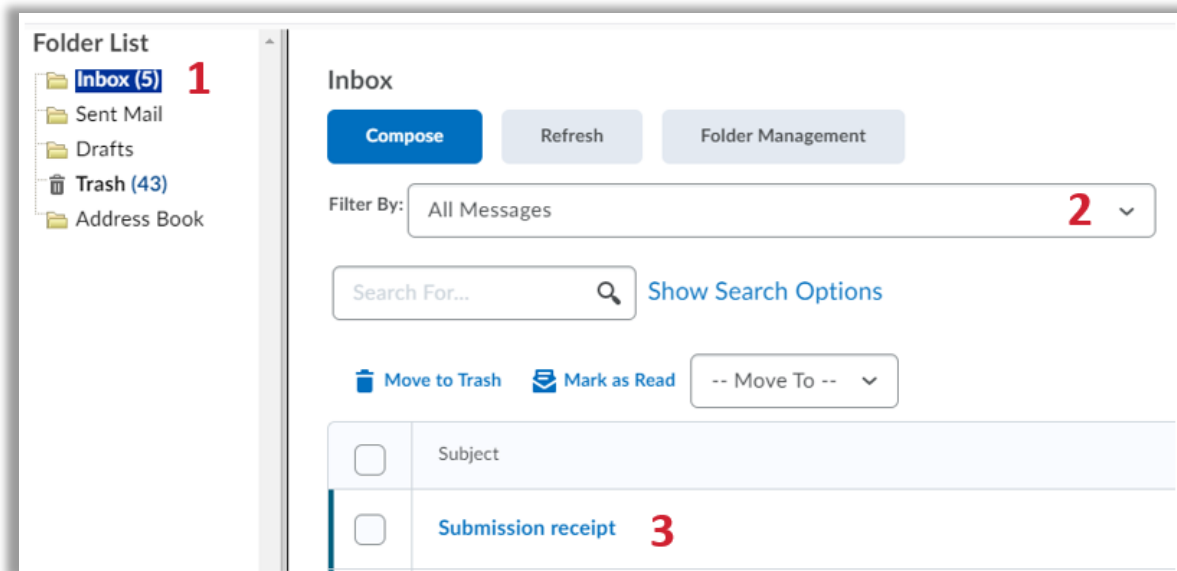


3. Once you have opened the Mail page, by default, BlazeVIEW will display your Inbox, where all new incoming messages are stored. If you are accessing your email from within a course, the email will automatically be filtered to only display the emails connected to that course.



## Reading a Message

1. Select the **Inbox** to read messages from each of your BlazeVIEW courses.



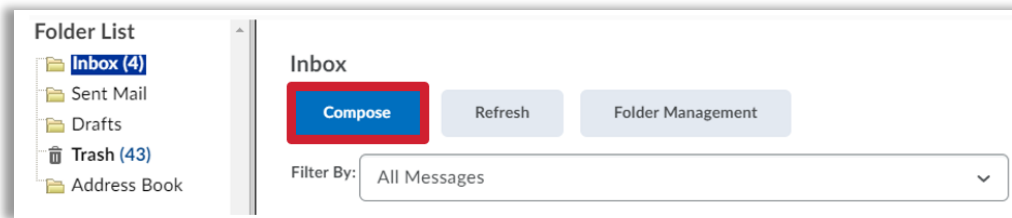
2. Filter email for each course or for all course offerings using the **Filter By** list.
  - To view all messages you have received regardless of course section, including assignment submission receipts, select **All Messages**.
  - To view only the emails connected to a particular course, or even a specific section within a course, click on the name of the course or section in the **Filter By** context menu.



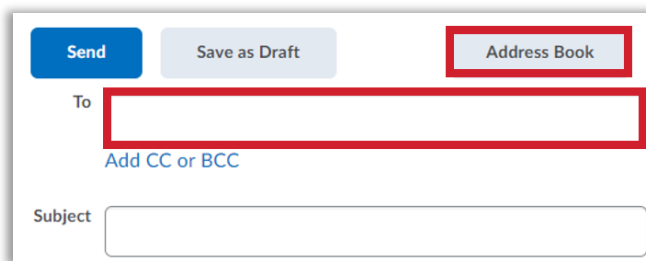
3. Select the **message subject**, and the message will be displayed in the **message preview** section in the bottom half of the page.

## Creating a Message

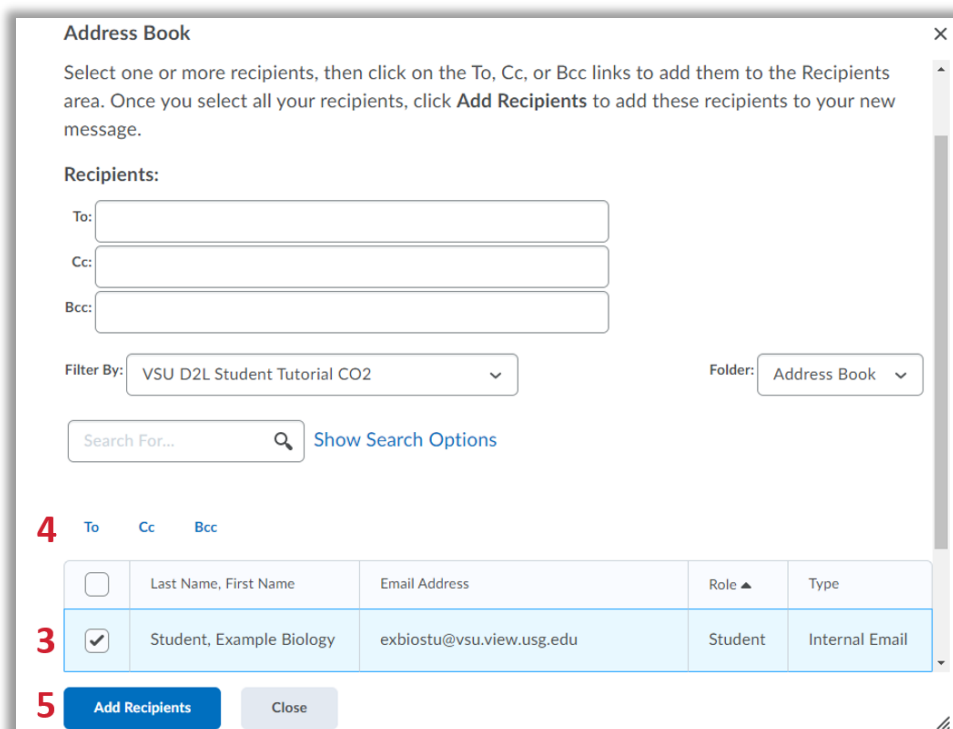
1. Select the **Compose** button. A new message composition window will open where you can write your message and indicate who you want to send it to.



2. If you know the **BlazeVIEW username** of the person you want to send a message to, enter it in the **To** field. Or, select the **Address Book** button to choose message recipients.

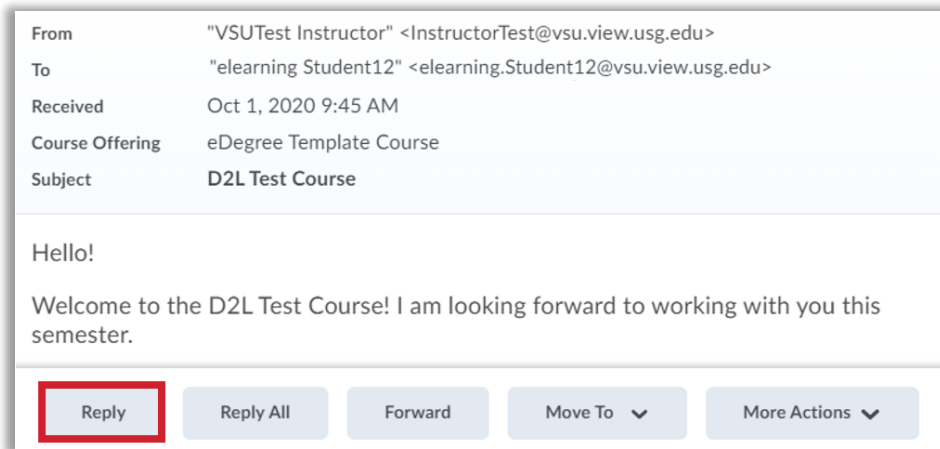


3. Filter the Address Book by class or use the search bar to look up a recipient. Check the checkbox next to each desired recipient's name. Scroll to the bottom of the list to see additional pages of recipients.
4. Click on the **To**, **Cc**, or **Bcc** links to add the checked recipients to those boxes.
5. Select **Add Recipients**.

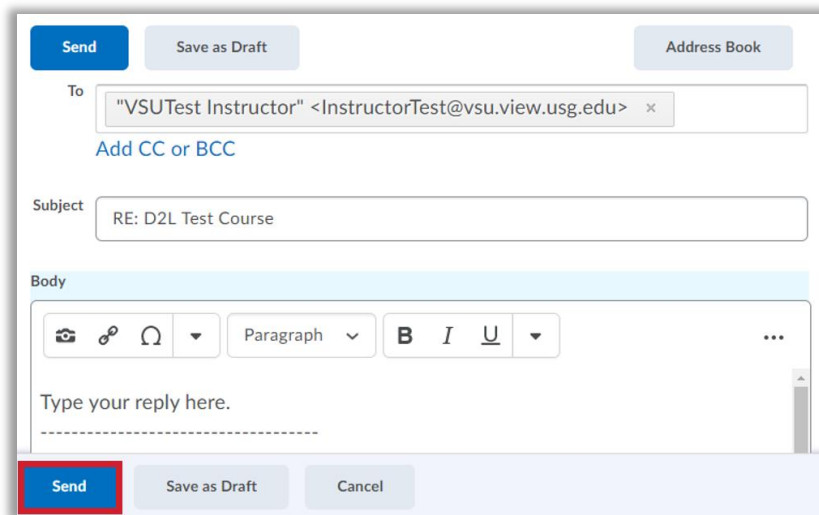


## Replying to a Message

1. Open the message you want to reply to.
2. Click on the **Reply** button within the Message Preview section of the page.



3. Compose your message and click **Send**.

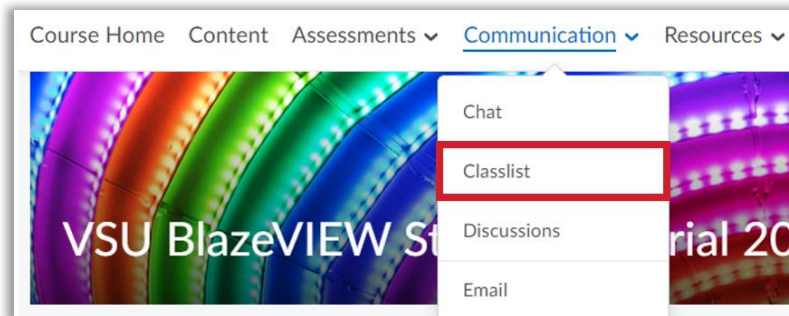


## Sending Email from the Classlist

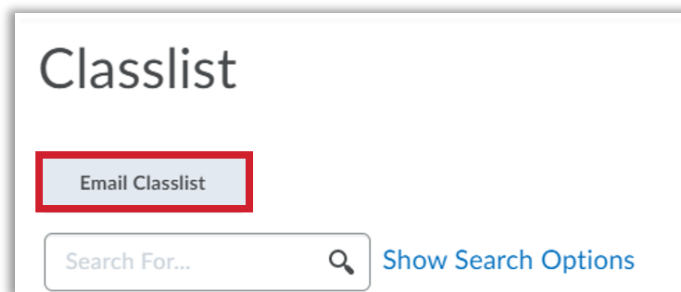
Send email messages to one, several, or all Classlist members at once. When emailing multiple class members using the Classlist, BlazeVIEW adds the email addresses in the Bcc field. Keep them there so that individual users are not identified if you are sharing sensitive information.

### Emailing the Entire Class from the Classlist

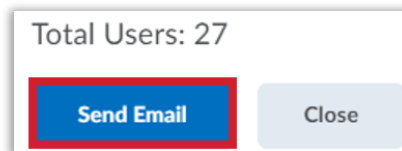
1. From the **Navigation** bar, select **Communications > Classlist**.



2. Select **Email Classlist**.



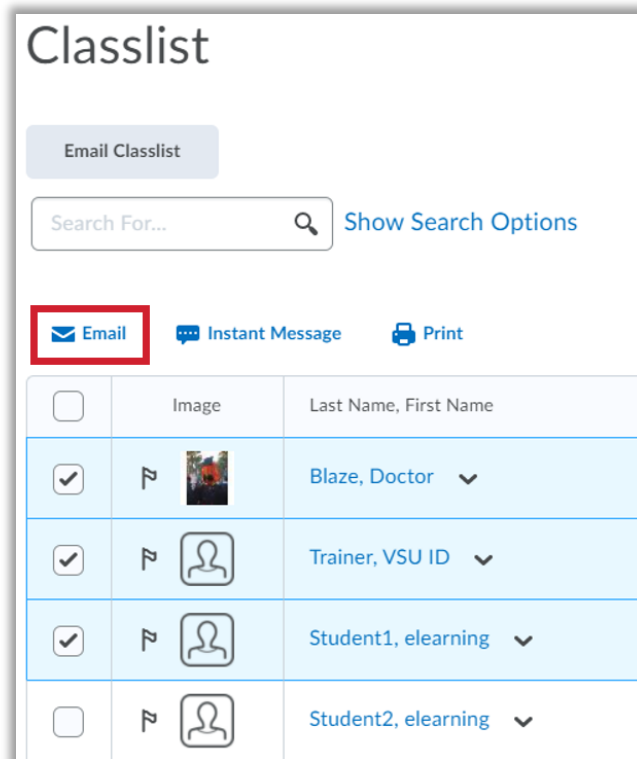
3. At the bottom of the page, select **Send Email**.







4. Enter the subject of the email.
5. Enter the body of the message.
6. Select the **Send** button when complete.

## Emailing Individual Members from the Classlist

1. Select the checkboxes next to the users who should receive the email.
2. Select the **Email** option.



The screenshot shows the 'Classlist' interface. At the top, there is a search bar with the text 'Search For...' and a magnifying glass icon, followed by a link 'Show Search Options'. Below the search bar, there are three action buttons: 'Email' (highlighted with a red box), 'Instant Message', and 'Print'. The 'Email' button has an envelope icon. Below the buttons is a table with columns for 'Image' and 'Last Name, First Name'. The table contains five rows, each with a checkbox, an icon, and a name. The first three rows have their checkboxes checked, and the last two have them unchecked.

<input type="checkbox"/>	Image	Last Name, First Name
<input checked="" type="checkbox"/>		Blaze, Doctor ▾
<input checked="" type="checkbox"/>		Trainer, VSU ID ▾
<input checked="" type="checkbox"/>		Student1, elearning ▾
<input type="checkbox"/>		Student2, elearning ▾

3. Enter the subject of the email.
4. Enter the body of the message.
5. Select the **Send** button when complete.

For more information or assistance, call 229-245-6490 or email [blazeview@valdosta.edu](mailto:blazeview@valdosta.edu).  
For 24/7 BlazeVIEW or GoVIEW assistance, call 855-772-0423 or visit [GeorgiaVIEW Help Center](#).

