BlazeVIEW has its own mail system which you can use to communicate with your students in your online classes. This mail system is internal to D2L and is   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 Navigation bar, click   >   :

   Or, from the Mini bar, click on your Message Alerts (envelope icon).

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, follow these steps:

1. Select the Inbox to read new messages from each of your BlazeVIEW courses. The message will be displayed in the _____ section in the bottom half of the page.

2. Filter email for each course using the Filter By list.
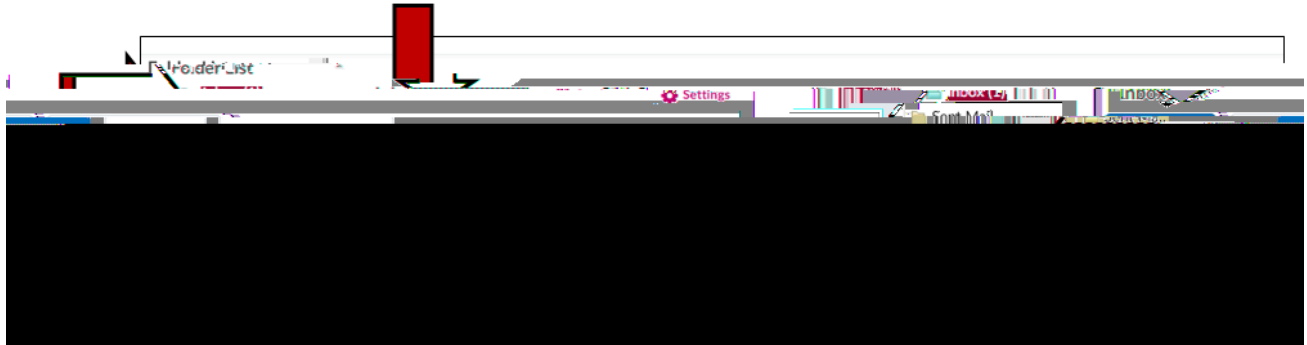
follow these steps:

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. Enter the _____ of the person/people you want to send messages to in the ___ field.

3. Or, Select the _____ button to choose message recipients.
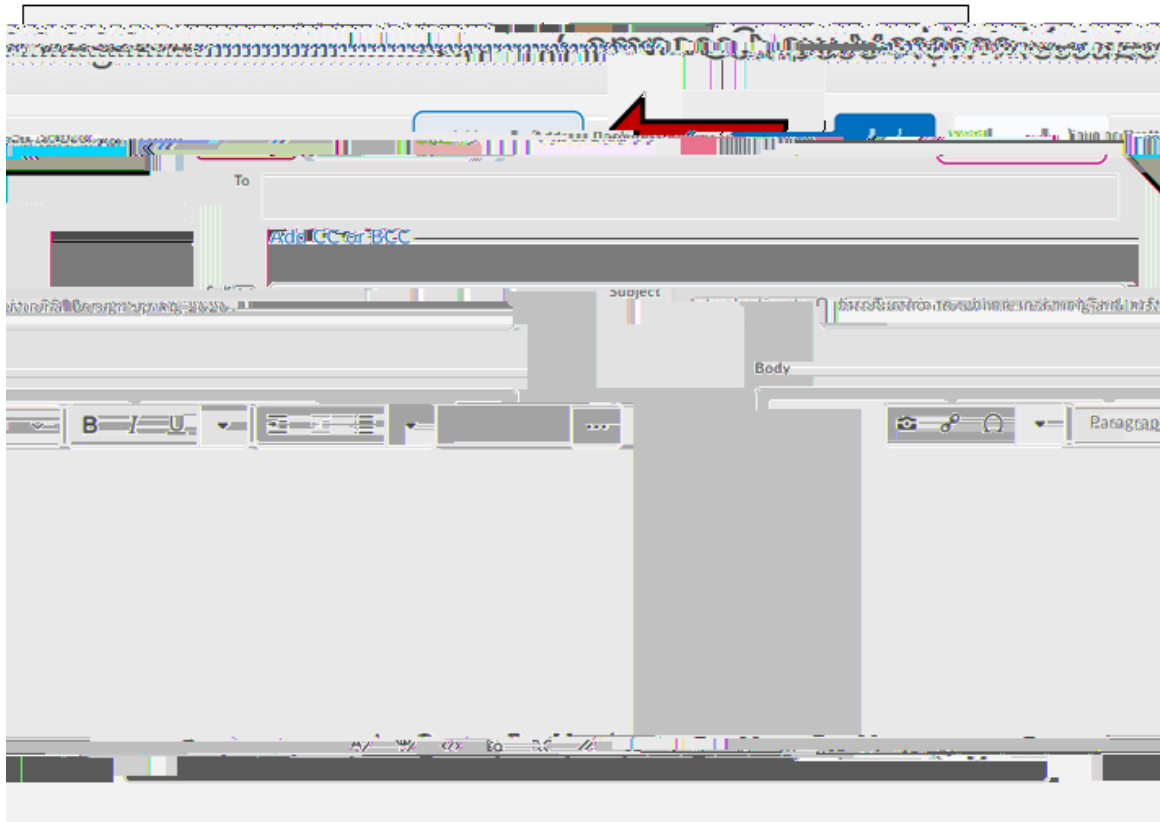
4. Scroll to check the checkbox next to the student or student's names. To select all students, check the first checkbox next to the LastName FirstName heading. Scroll to the bottom of the list to see each page of students.

5. Select _____ after all have been checked.
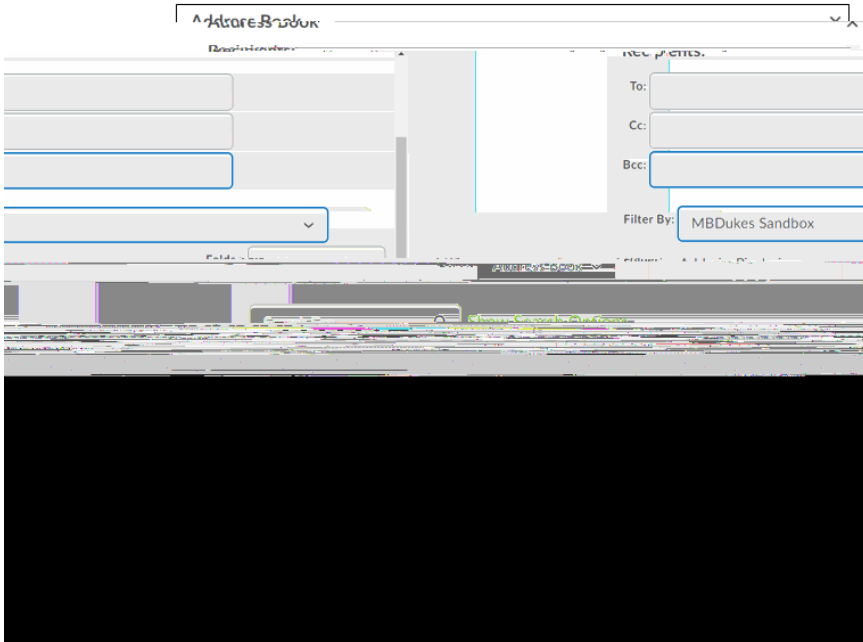
, follow these steps:

1. First, click on the message you want to reply to, as described in the Reading Mail section above.
2. Click on the Reply button within the Message Preview section of the page.
3. Compose your message as described above.

Enabling forwarding in BlazeVIEW Mail will take a message sent to your BlazeVIEW Mail account and forward it to an external email account (such as your VSU email).

Please note that while you can send email out of BlazeVIEW Mail, you _____. If you are enabling forwarding, it should only be for the purpose of notifying you when you've received new messages so that you can log into BlazeVIEW and respond to them.

, open the Mail page and follow these steps:

1. Click on   .

2. Scroll down on the page, and in the section labeled   , check the
"   " checkbox.

3. Enter your email address in the Email Address field.

4. Select the "   " option.

5. Click the   button