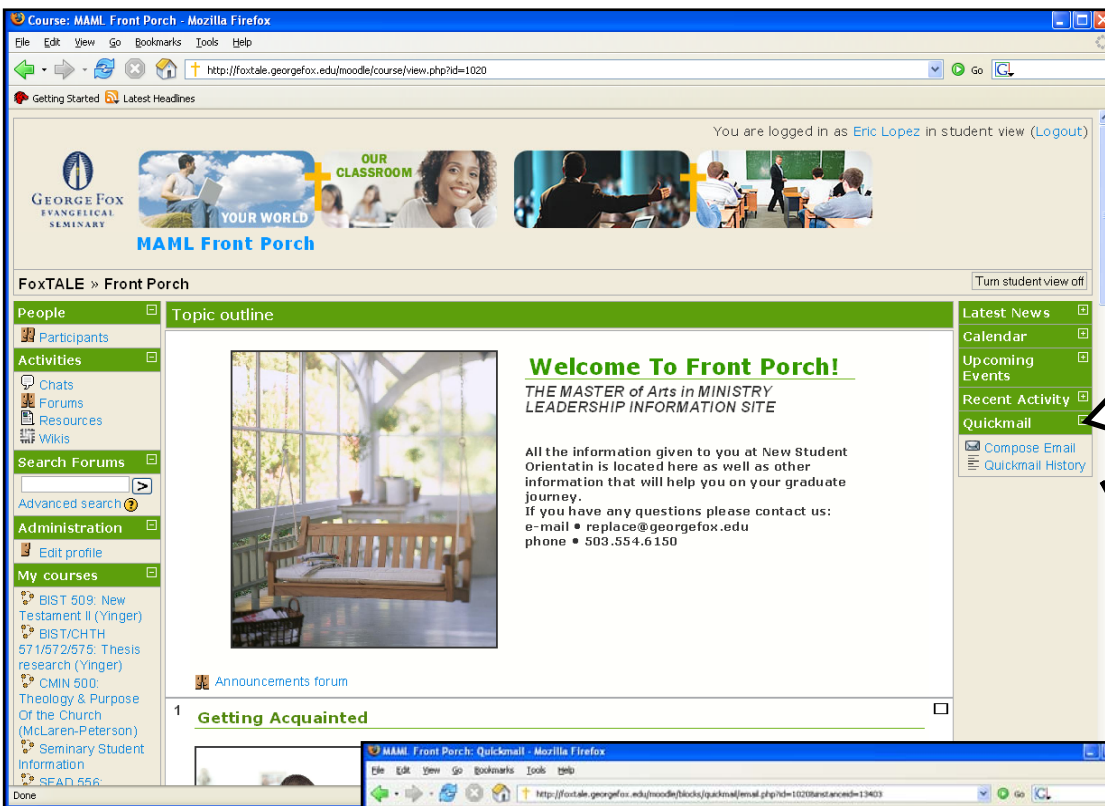




FoxTALE: Quickmail Your Colleagues

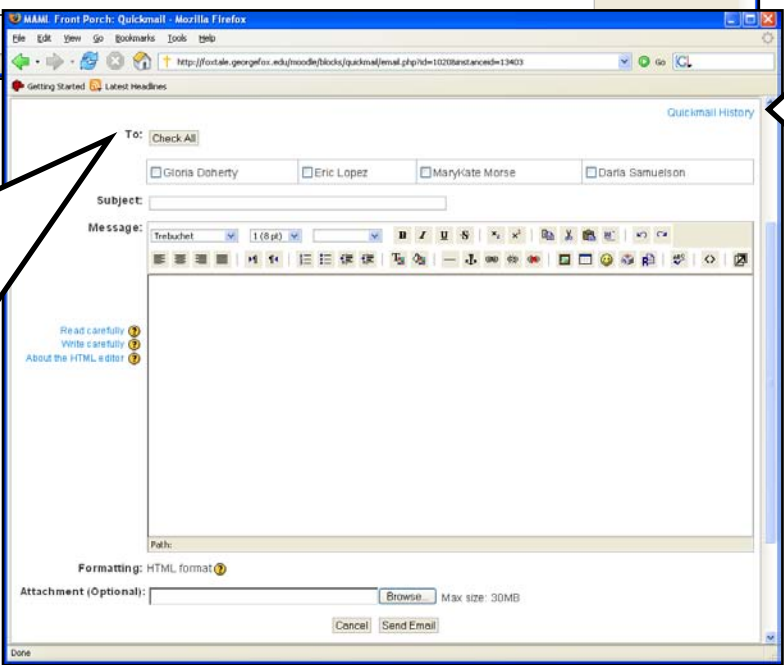
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There are several ways to communicate with your colleagues through FoxTALE: Forums, Chats, Instant Message, Quickmail, Bruinmail. All of these serve different purposes. For example, Forums and Chats are usually used for class discussions. Instant Messaging can also be used for a live discussion. Quickmail can be used to quickly send an email to your fellow colleagues in a class or just a select few. You can review the history of the messages you've sent in Quickmail, but you cannot read emails sent to you. Finally, Bruinmail is the full fledged email manager which can be accessed via the FoxTALE home page. The rest of this tutorial will show how to send a message through Quickmail.



Step 1:
Each FoxTALE page has sidebars with important info on both the right and left sides of the page. Go to either the Front Porch homepage or to one of your class pages. On the right side under the heading *Quickmail*

Step 2:
If you went through your class page Quickmail will give you the choice to send your email to everyone in your class or only those you select. After you have selected your recipients add a meaningful subject line. After you have composed your email and added any necessary attachments click the *Send Email* button near the bottom of the page.



Checking History
Quickmail also allows you to check the history of the emails you have sent. Simply click on *Quickmail History* in either of highlighted locations.