This is a guide how to send an email in Angel & how to change Preferences settings in Angel

In this guide, first you have step-by-step instructions and then a pictorial guide.

Please note pictures for steps 1-5 are for changing your settings in Angel to Advanced-

Trust me you do want to have Advanced settings 😊

Steps 6-11 are for creating and sending an email to students

1) Please click on the (head- see diagram below) this is called Preferences at the right edge of your Angel screen
2) Click on **System Settings**
3) Click on the **Advanced** circle
4) Change how you want emails from students to be sent to you
5) Click **Save**

**The next steps are for sending an email**

6) Click on **Quick Message** to begin writing an email
7) Click **To** to choose who you want to be recipient(s) of your email
8) You can send the message to **Groups** in the class, for example (All the students), to **teams**, if you have divided your students into teams, everyone, or choose **individual** students, (if you want to send an email to one student in the class).
9) Make sure you click by highlighting whose the recipients are to then click on
   a. (To) or
   b. (Cc) or
   c. (Bcc).
      i. There has to be at least one name in the (To) box. If you are sending an email reminder for not taking a test or grade sensitive material for example, I would recommend that you send it to you and the students’ names in (Bcc) Blind Carbon copy so that students do not know who else received the reminder.
   d. Click ok
10) Write the email, insuring you give it a subject.
11) After you finish the email,
   a. You can spell check it. If you wish to do so click on the symbol to begin
   b. You can also format your email, as you would do any other Word document
   c. You can send a copy to yourself If you wish
   d. Click Send
The following are pictorial guide of the above steps

**Step 1:**

Click on preferences to change setting

**Step 2**

choose system settings
**Step 3**

Make sure you are at the **Advanced** Level - this gives you all the options even if you do not think of yourself as advanced - please click it.

**Step 4**

Click on the drop-down menu to choose how you want to receive your emails from students.
Step 5

Click **Save** to save all your new settings.

Step 6

To write an email you can choose **Quick Message** or **View Inbox** which takes you to your email box for that course.
Step 7

`click To to add recipient to this`

Step 8

Choose either

- **Groups**
- **Teams**
- **All Members**

or choose a letter (A, B, C, etc) to send an email to individual student.
Step 9

Choose the recipients then click To, CC or BCC remember if you don't see the names in the To, no one will get your message. YOU have to click OK at the end.

Step 10

You can write the message as usual email Make sure you give it a subject write the email.
Step 11

Write the email. Highlighted in yellow is the formatting bar similar to writing a text in Word. Check your spelling if you wish. Click send.