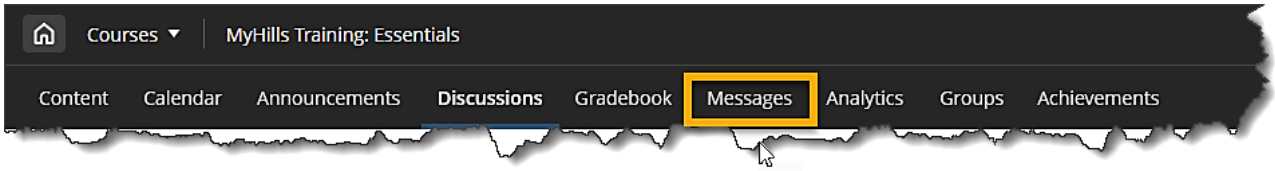
Computer Tutorial:
Create and Send Email from within MyHills

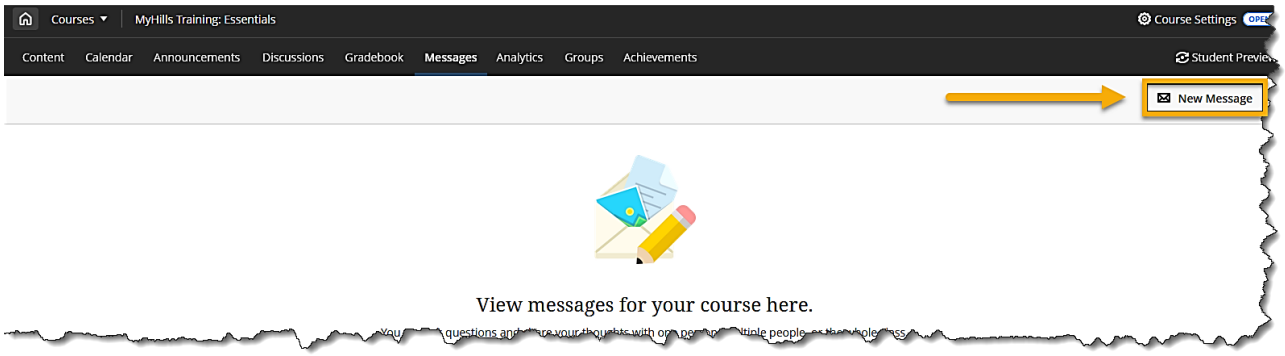
Purpose: To show students how to create and send email using MyHills.

Email sent from within a course in MyHills will go directly to student or instructor Indian Hills email accounts. A copy of the email will **not** remain within MyHills. To view email sent to you using MyHills, you must log into your Indian Hills student email account and view your email inbox. It is important to check your IHCC email *daily*!

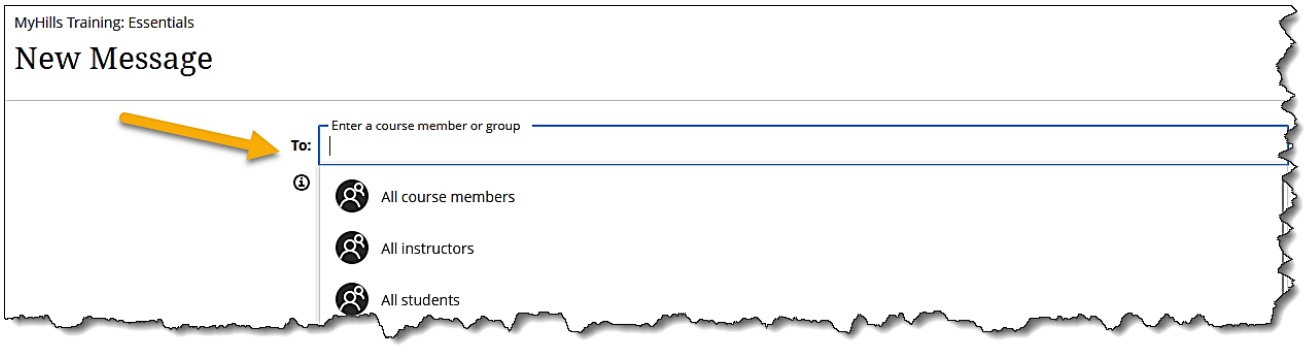
From within a course, click "**Messages**," which is located in the top bar of your course.



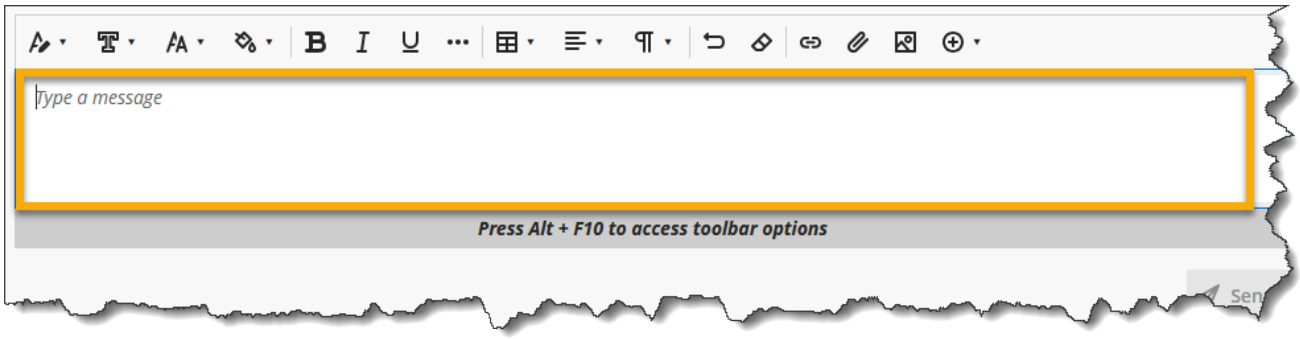
Select "**New Message**".



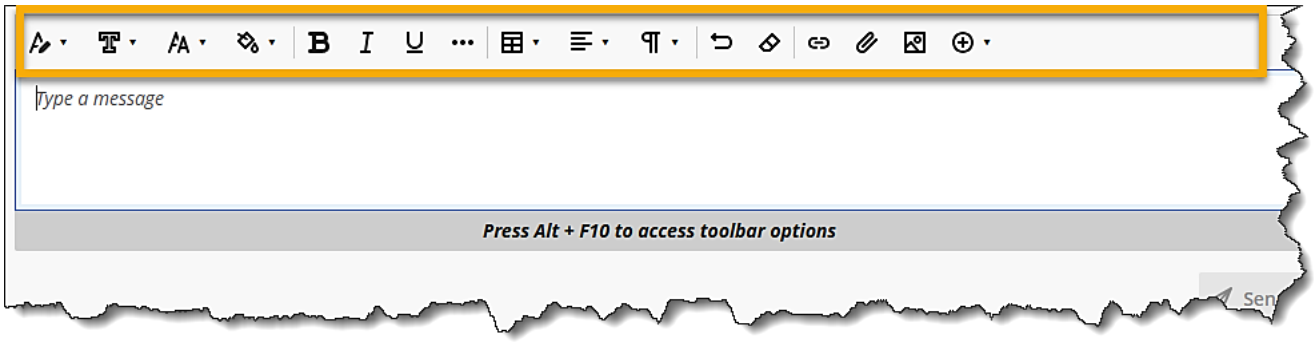
Click in the "To" box to Enter a course member or group. Common recipients include All course members, All instructors, and All students/



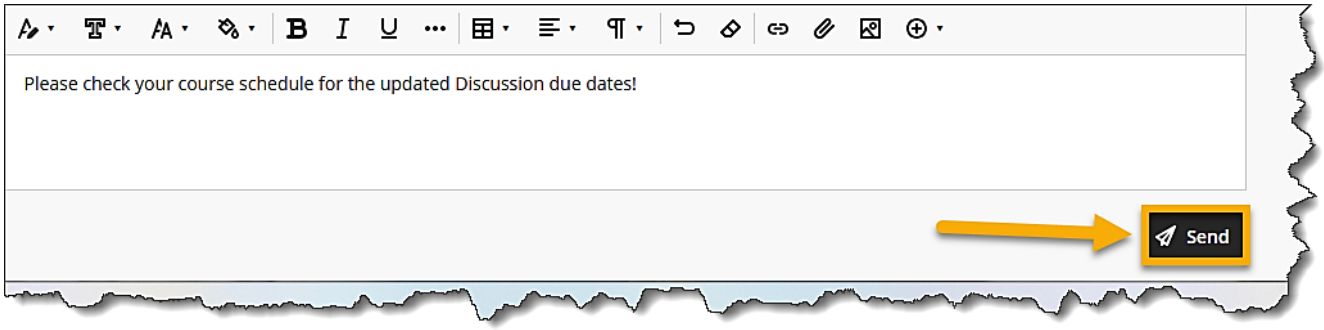
Type your email in the “Message” box.



You may edit your message using the WYSIWYG (what you see is what you get) editor, above the text box. You may change the font, add images, create a bulleted or numbered list, use spell check, etc. Hover your cursor over a button to view its function.



Once you are ready to send your email, click “**Send**.”



Congratulations! You now know how to create and send email!

Office of Online Learning

Looking for more computer tutorials? Please visit: www.indianhills.edu/tutorials.

*For further assistance on this topic or other technical issues, please contact the **IT Help Desk***
***Phone:** (641) 683-5333 | **Email:** helpdesk@indianhills.edu | **Web:** www.indianhills.edu/helpdesk*