



CTLT provides faculty support for ReggieNet by e-mail, phone, and in person. Please email [CTLT@ilstu.edu](mailto:CTLT@ilstu.edu) or call [\(309\) 438-2542](tel:3094382542) if you have questions.

## ReggieNet: Email

Video - [Using the ReggieNet Email Tool](#)

The Email Tool allows you to send e-mails directly to site members' e-mail accounts from within ReggieNet. The tool allows users to send an email message to site participants by role, section, or group, and also provides a field for specifying non-site participant email addresses. The Email tool works using the sender's external email address, which is specified in the user's account details. Typically, this email address is the user's institutional email.

You are currently choosing options for Email. Settings chosen on this page will become the default settings for this site.

**Copies:** ☒ Send me a copy

**Show recipients:** ☐ Append list of recipients to message

**Reply-to:** ☒ Sender  
☐ Do not allow reply

**Display invalid emails:** ☐ Yes  
☒ No

**Display empty recipient groups:** ☐ Yes  
☒ No

## Sending e-mail

1. Click on **Email Tool**.
2. Click **Compose** in the Email Tool menu.
3. Select roles or groups. You can also send it to other recipients where you can type any e-mails.
4. Write a message and attach files. You can also select **Send me a copy** or **Append list of recipients to message**.
5. Click **Send Mail** or **Cancel**.

## Options in Email Tool

Email Tool offers a few options for customizing how Email Tool works. A screenshot of the settings and explanations of each setting are shown below.

**Copies:** You can choose where copies are sent to by the Email Tool. You can have them sent directly to your account, you can have e-mails stored in the public Email Archive (a separate ReggieNet tool which must be added to the course to see this option), or you can select to have e-mails sent both places every time you send.

**Reply-to:** Choose whether or not to allow replies to e-mails. If you choose “Do not allow reply”, recipients must create a new e-mail to respond to a message.

**Display Invalid emails:** If yes is selected, ReggieNet will display e-mail addresses even if they are invalid and can’t have mail sent to them.

**Display empty recipient groups:** If yes is selected, ReggieNet will display all recipient groups in a particular category (for example, Roles), even if no participant in the class is in that role. So, for example, if your class has no one assigned to the Graduate Teaching Assistant role, that category would still appear, even though you couldn’t send an e-mail to that recipient group.

**Show recipients:** You can choose to append a list of recipients to the message.