



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

ReggieNet: Messages

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

Messages is a course site specific mail tool. It is a self-contained system and messages will stay in ReggieNet unless you or your students set up forwarding options.

Sending a Message

See the interface in the image below for additional options available for sending messages.

1. Click on the **Messages** tool.
2. Click on the **Compose Message** tab.
3. Select Recipients. Three options are available.
 - **All Participants** – Send the message to every participant in the class.
 - **Select Specific Roles** – Send the message to participants in a certain role. Ex. Students, Instructors, Graduate Assistants, etc.
 - **Select Individual Recipients Manually** – Send the message to only those course participants that you choose.
4. Enter Subject & Message. Add attachment if it's appropriate.
5. Click **Send** or choose another appropriate choice.

Messages can also be organized into folders. Click **New Folder** to create a folder. When reading a message, click **Move to folder** to choose where to move it.

Messages Settings

The Messages tool offers a few settings that you can change. The image below gives brief explanations of these options.

The screenshot shows the 'Messages Settings' interface. It is divided into two sections: 'Personal Settings' and 'Site Settings'.
Personal Settings:
- 'Auto Forward Messages:' has two radio buttons: 'Yes' (selected) and 'No'.
- 'Email address for forwarding:' has a text input field containing 'cebrist@ilstu.edu'.
Site Settings:
- 'Sending copies to recipients' email address(es):' has three radio buttons: 'Do not allow sending copies', 'Give sender the option to send copies' (selected), and 'Always send copies'.
- 'Groups hidden in To field Add Group:' has a dropdown menu with '--Select Group--'.
At the bottom are 'Save Settings' and 'Cancel' buttons.
Three callout boxes with arrows point to specific settings:
1. Points to the 'Yes' radio button: 'Select whether or not you want to have messages sent to an external e-mail address'.
2. Points to the 'Email address for forwarding:' field: 'Enter the external e-mail address you want to use'.
3. Points to the 'Give sender the option to send copies' radio button: 'Allow any user to choose to send messages to an external e-mail address'.

NOTE: If you disable sending copies to recipients' e-mail addresses, that option is turned off for all users, including the course instructor. Thus, if you want to be able to send messages to students' external e-mail accounts; be sure to leave this option enabled.