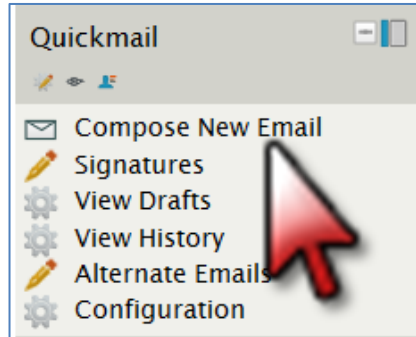


Send Course Email

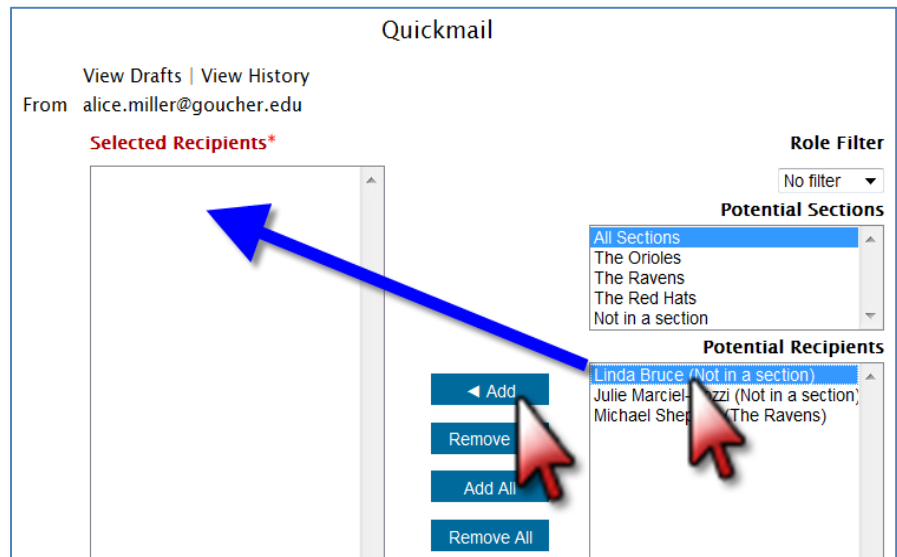
Open your course in GoucherLearn.

Click on the **Compose New Email** link in the Quickmail block in the left column.



Select an individual from the **Potential Recipients** box or a group from the Potential Sections box on the right.

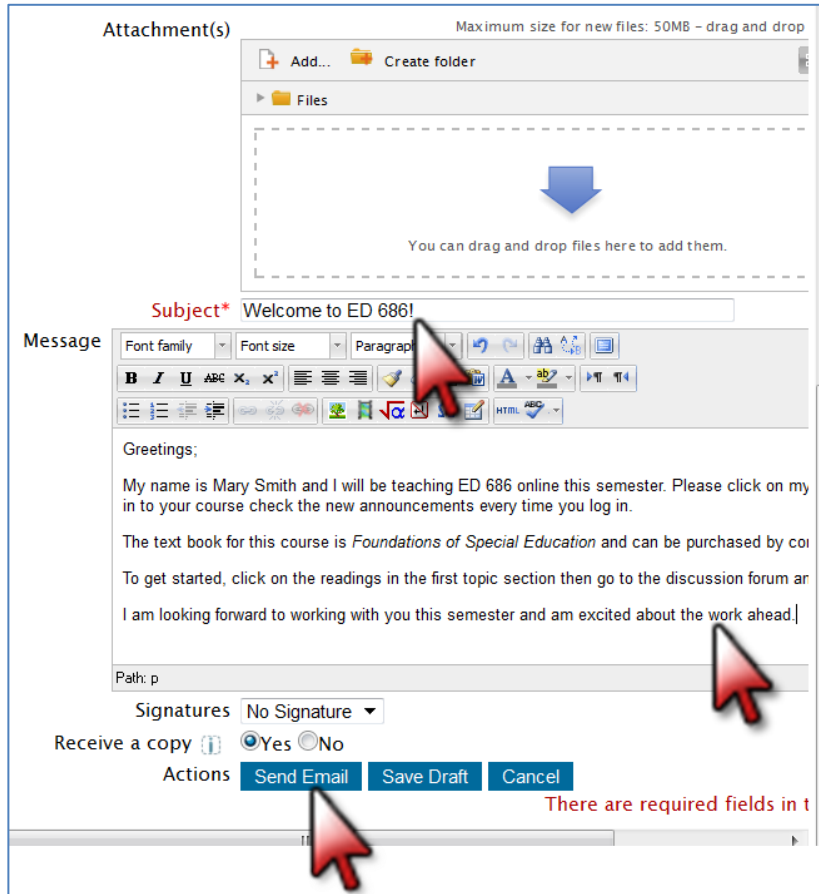
Click the **Add** button to move your selections to the Selected Recipients box on the left.



Type a **Subject** for the email in the subject box.

Type the body of the email in the **Message** box.

Click the **Send Email** button at the bottom of the page.



To see past emails click the **View History** link in the Quickmail block.

