

## Educator E-mail

The Educator course management system comes built in with an e-mail client. All instructors and students will be assigned an Educator e-mail address. This e-mail address will be in the format of *<educator user name>@occ.ucompass.com*



The **E-Mail** navigation link will take you to the Inbox of your Educator e-mail account where you may open and read mail. You will also see a list of sublinks with individual functions for each of those links.

- The **Inbox** sublink returns to the list of current messages from any other sublink.
- The **Send Message** sublink displays a new message form.
- The **Mail Folders** sublink displays the main default folders and any custom folders you have created.
- The **Address Book** sublink displays an alphabetical search form for finding entries to the address book.
- The **Mail Lists** sublink allows you to create custom mailing lists composed of class members OR outside addresses.
- The **Preferences** sublink allows you to configure e-mail controls, forwarding addresses and signature files.