

## Educator E-mail - Sending a Message

The email **Send Message** sublink is used to send a new message.

- The **Send Message** sublink displays a new message form. You can send a message to your Instructor or other classmates within your course. Please note that you can access
- your Educator e-mail only if you are signed into your Educator course.  
You can type in the To: Address, Subject and Message just like any other email client.

<b>Priority:</b> Normal ▼
<b>To:</b> <input type="text"/>
<b>From:</b> OCC Trainer <occtrainer@occ.ucompass.com>
<b>Subject:</b> <input type="text"/>
<b>CC:</b> <input type="text"/>
<b>BCC:</b> <input type="text"/>

- You also have the option to select an email address from the built in Address List. You will be able to just click and select other members of any Educator course that you are enrolled in. You can also click and select your Instructor name  
   [OCC Trainer \( StudentOrientationEducatorBasics\)](#)



**Helpful Tip:** If you use the built in Address list to click and select your recipients, you **do not** have to type in a To: address.