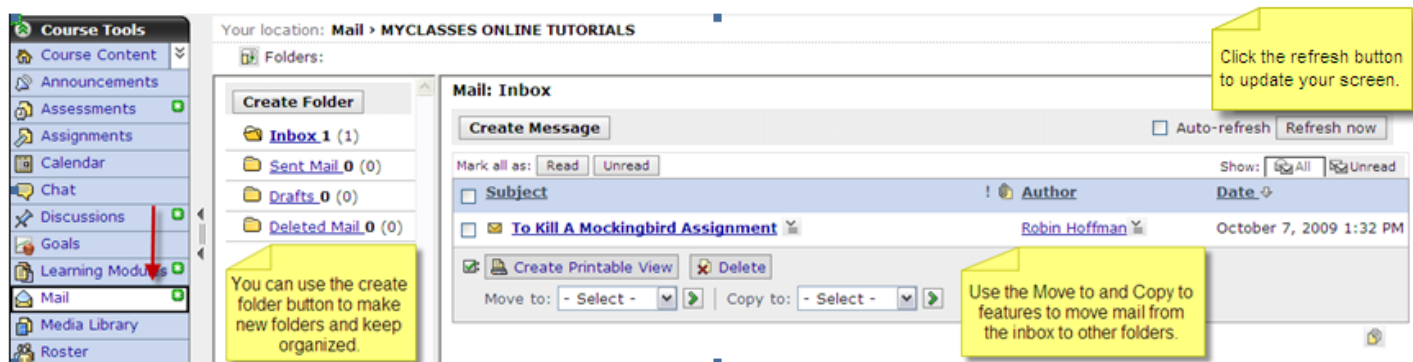





The mail tool in MyClasses is used to facilitate communication within a course and is separate from your campus email account. You can use the mail tool to communicate with other students in your class or to email the instructors. Under Course Tools on the left side of the screen, click Mail.



The  symbol next to the mail tool indicates a new unread message. The **Create Message** button will open a new window where you can compose and send emails.

