

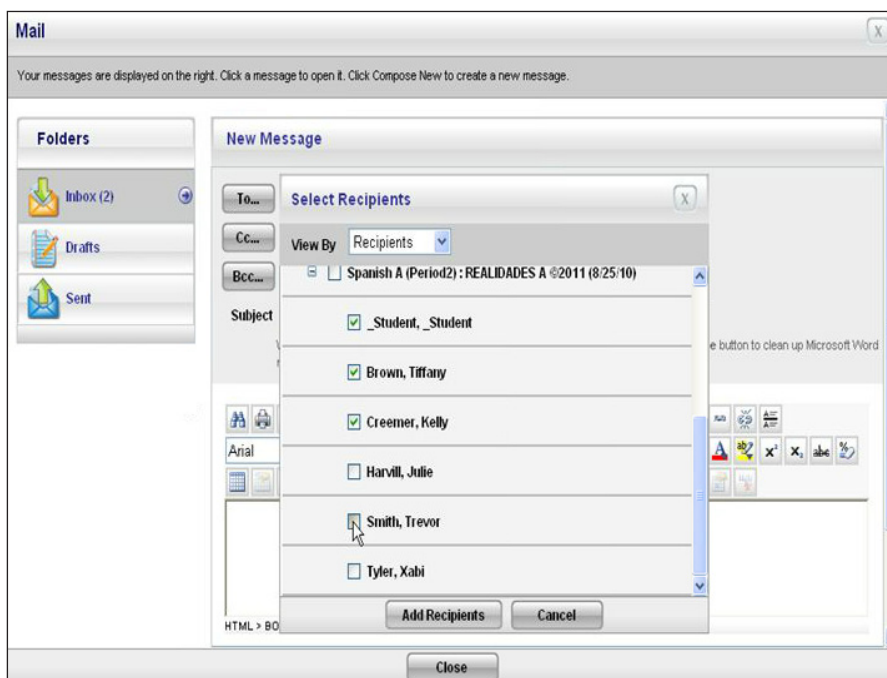
## Teachers: Mail

**Introduction** This guide explains how to compose, send, and manage mail with SuccessNet Plus.

**Accessing Mail** From the home page, click **Mail** in the upper-right corner to display the Inbox with a list of messages on the right.

**Sending Messages**

1. Click **Compose New**.
2. Click **To** to select recipients.
3. Select everyone in the school or class, or select individual students.
4. Click **Add Recipients**.
5. Repeat this process to send the message as a carbon copy or blind carbon copy.

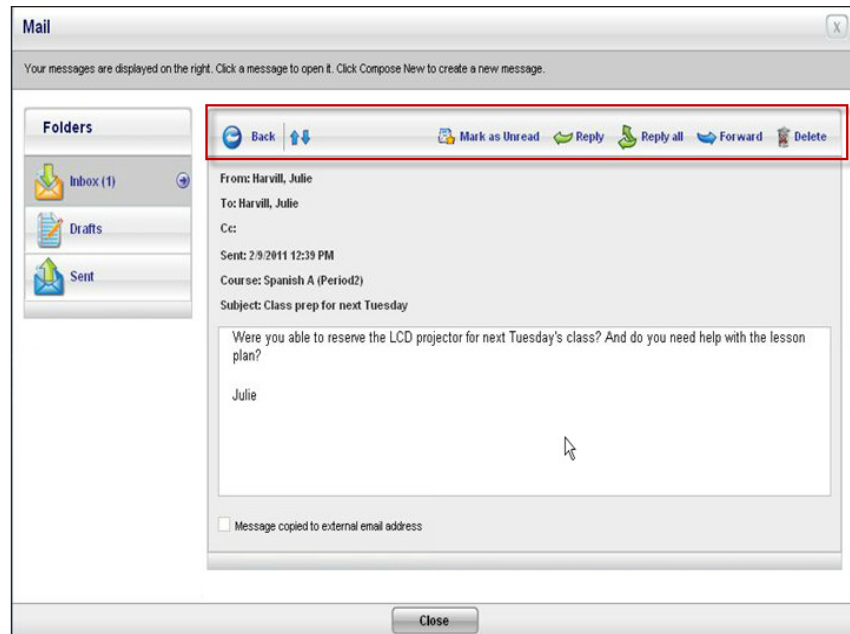


6. Use the Show all link to display all recipients in a field.
7. Click **Collapse** to display the first line of recipients.
8. Type in a subject and compose the message using the text editor.
9. Click to save the message as a draft, cancel it, or send it.

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## Opening Messages

1. Click the sender's name, subject, date received, or course title.
2. After reading the message, there are many options for next steps:
  - Return to the Inbox
  - Go to the next or previous message
  - Mark the message as unread
  - Reply to the sender
  - Reply to the sender and all recipients
  - Forward the message to another recipient
  - Delete the message



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## Accessing Saved Messages

To access saved messages, click **Drafts**. Notice the option to delete any or all saved messages. Click a saved message to open it.

Click **Sent** to see a list of previously sent messages.

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## Other Features

- The number that appears next to the Inbox is the number of new or unread messages.
- To mark messages unread or read, select the messages and click the desired option along the top of the message.
- To delete messages in the Inbox, select the message and click **Delete**.