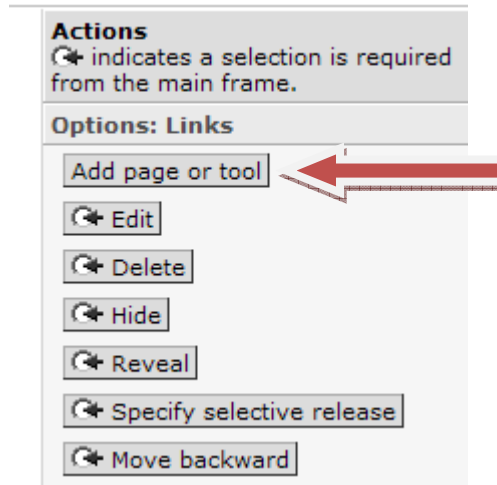


How to Add the Mail Tool in WebCT 4

This page will tell you how to add the Mail Tool into your WebCT 4.


Step 1:

First step is to log into WebCT, then you want to click on “Add Page or Tool”.



Step 2:

Click on Mail

Communication Tools	Evaluation & Activity Tools
Discussions	Quizzes/Surveys
Mail 	Self Test
Chat	Assignments
Whiteboard	Student Presentations
Calendar	Student Homepages
Student Tips	

Step 3:

Enter the title for the Mail. Select where the tool is to show up. Click “Add” to complete the addition.

Add Mail

1. Enter a title for this item:



2. Decide where to show the link to this item.

On the *Course Menu*, visible on all pages. Link will appear as text.



On an *Organizer Page*:

Link shows item title

Link shows icon (select below)

Use default icons

Use custom icons:

Choose regular icon:

Choose icon to announce new messages:

3. Add this item to your course.

