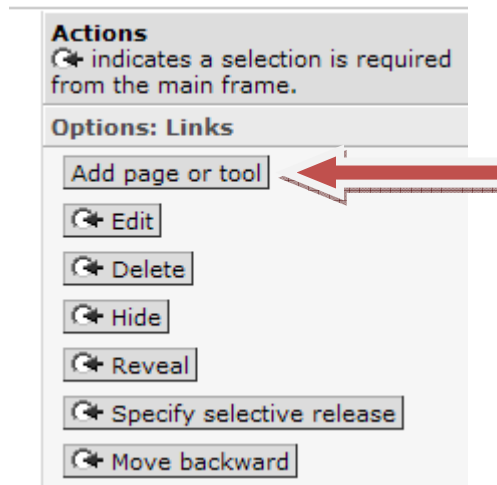


# How to Add the Mail Tool in WebCT 4

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:

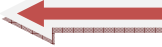
Click on Mail

| 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.

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