

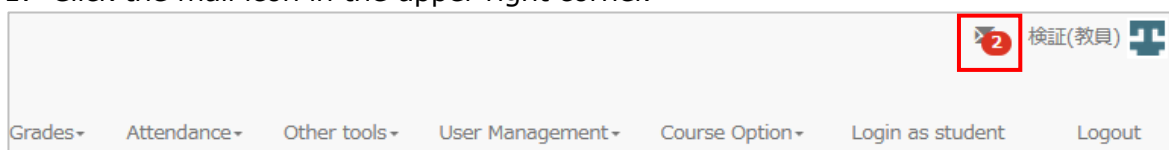
How to Send Messages (For Teaching Staff)

If you use a messaging function to send files, **make sure to check the sent folder to confirm that the intended file is attached and displayed as expected.**

After logging in to e-class, select the course you would like to edit.

Class Schedule Table			
	Monday	Tuesday	Wednesday
1st			
2nd			
3rd			» test_2020

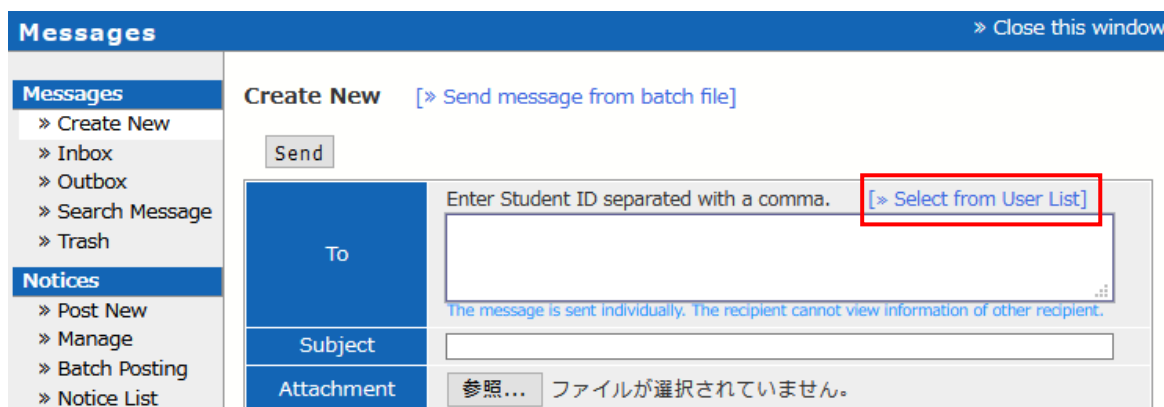
1. Click the mail icon in the upper right corner.



2. Click [Create New] under [Messages] in the left panel.



3. Once a window to create a new entry is displayed, click [Select from User List].



4. On the addressee setting menu, check the intended addressee and then click the [Add the selected user to recipients] button. The same buttons will appear both above and below the list; you can click either one.

<input type="checkbox"/>	User Name ▲▼	Student ID ▲▼	Permission ▲▼	e-mail ▲▼
<input type="checkbox"/>	検証(教員)		Author	registered
<input type="checkbox"/>	同志社 太郎		Author(TA)	unregistered
<input type="checkbox"/>	同志社 五郎		User	registered
<input type="checkbox"/>	同志社 四郎		User	unregistered
<input type="checkbox"/>	同志社 三郎		User	registered
<input type="checkbox"/>	同志社 二郎		User	unregistered
<input type="checkbox"/>	同志社 一郎		User	registered

- ※ If you want to send a message to all the listed members, check the box circled above.
If you send a message to multiple addressees, the message will be sent individually and the receivers will not see the information of the other addressees.
- ※ The addressee setting menu will not close automatically after you have selected the addressees. Close the menu by clicking [Close this window] in the upper right corner.

5. Create a message and click the [Send] button.

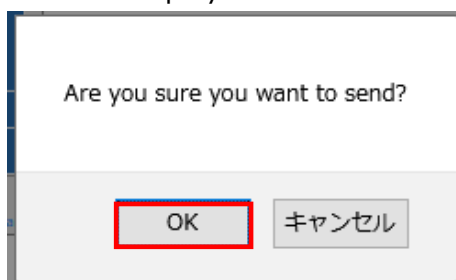
Maximum Size of Attached Files

- If you check [X Send the message by E-mail too]: **Up to 10 MB**
- If you do not check [Send the message by E-mail too]: **Up to 300 MB**

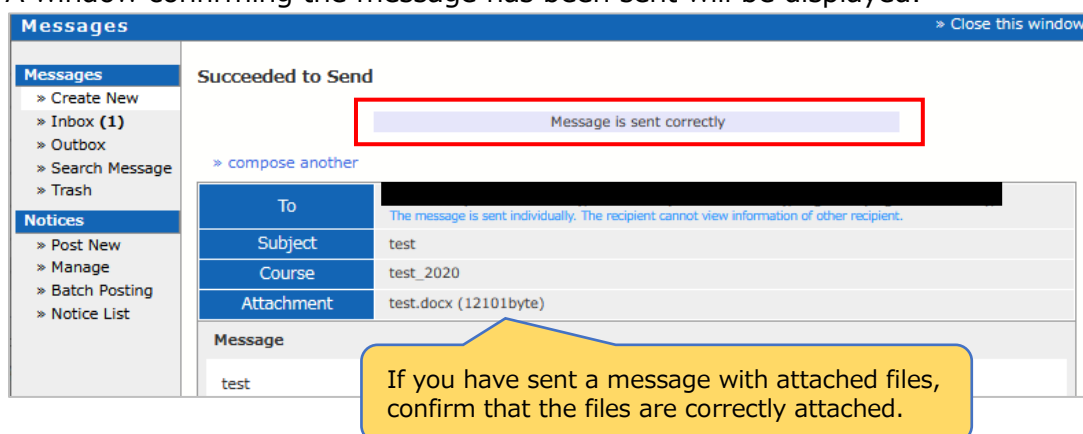
※ The default setting is a check in the [Send the message by E-mail too] box.

This is a function whereby messages sent via e-class are automatically sent to university mail addresses as well. In the case of students who have an e-class ID (students under credit transfer system), messages are sent to the e-mail address they set.

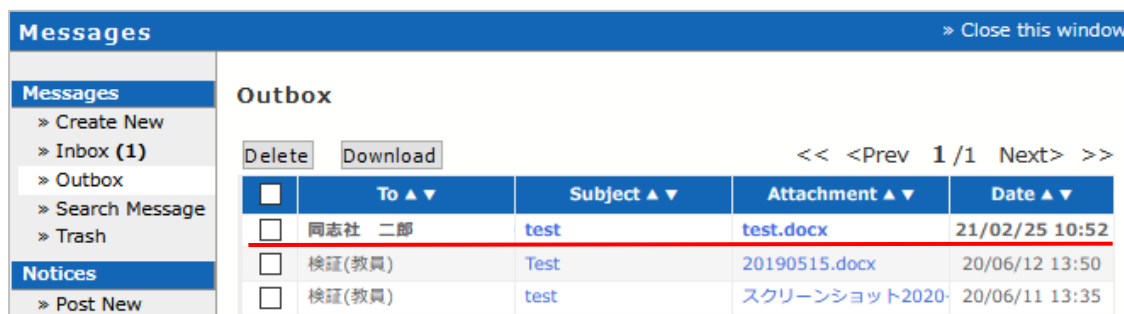
6. A confirmation window will be displayed. To send the message, click [OK].



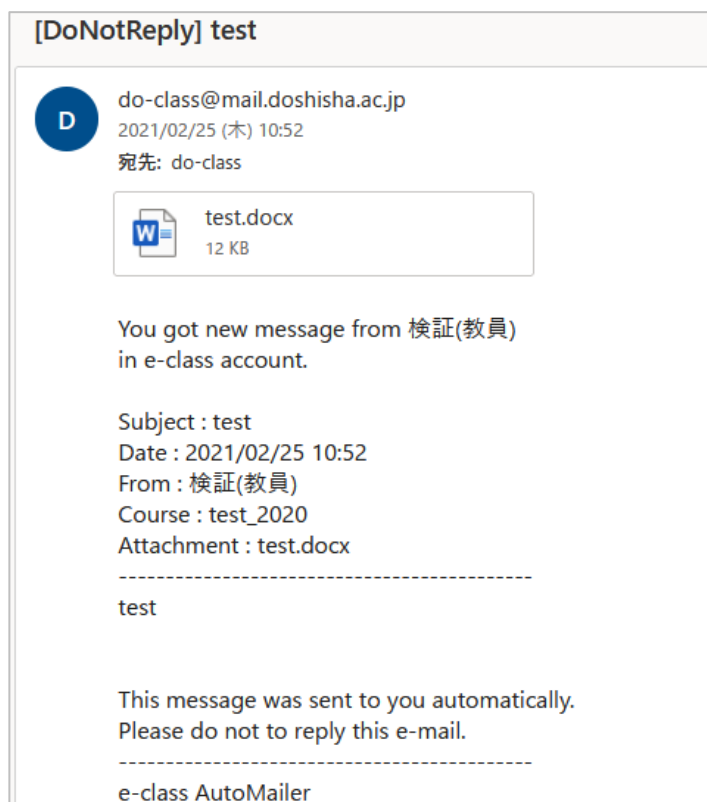
7. A window confirming the message has been sent will be displayed.



8. Confirm the item you sent in the [Out box] under [Messages] in the left panel.



9. If you check [Send the message by E-mail too], an e-mail with the following message will be sent to the relevant e-mail address. The subject of the mail will be [DoNotReply + title] and the sender will be do-class@mail.doshisha.ac.jp.



End

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