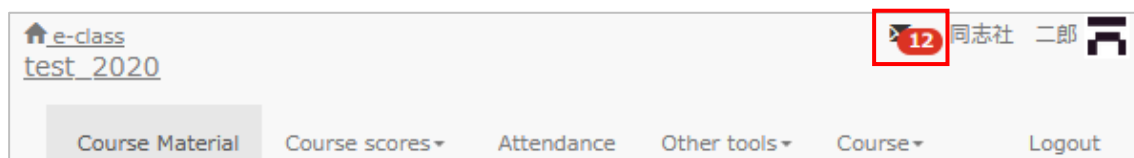How to Send Messages (For Students)

If you use a messaging function to submit your assignment, etc., **make sure to check the sent folder to confirm that the intended file is attached and the contents are displayed as expected.**
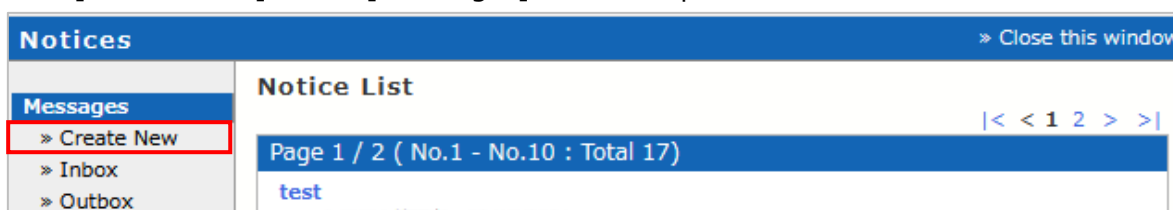
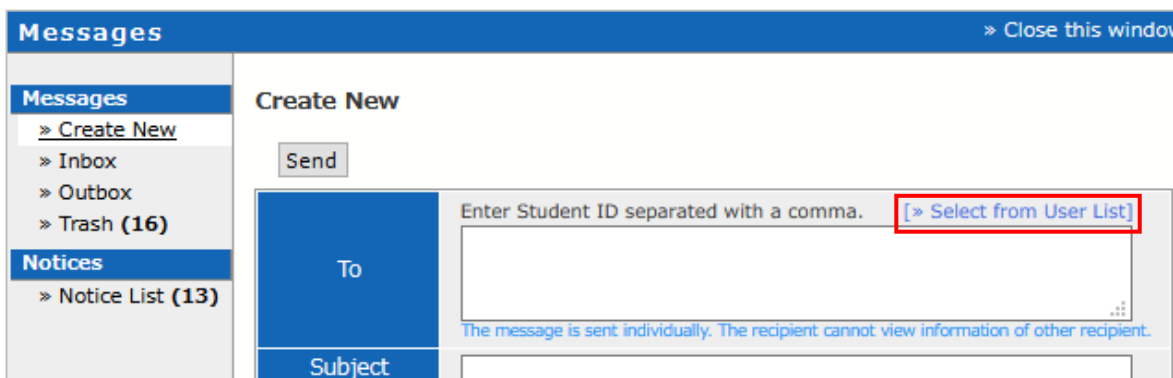1. After logging in to e-class, select the course you would like to edit.

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

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

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

5. On the addressee setting menu, check the intended addressees 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.

※ If you send a message to multiple addressees, **the message will be sent individually and receivers will not see the information of 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.

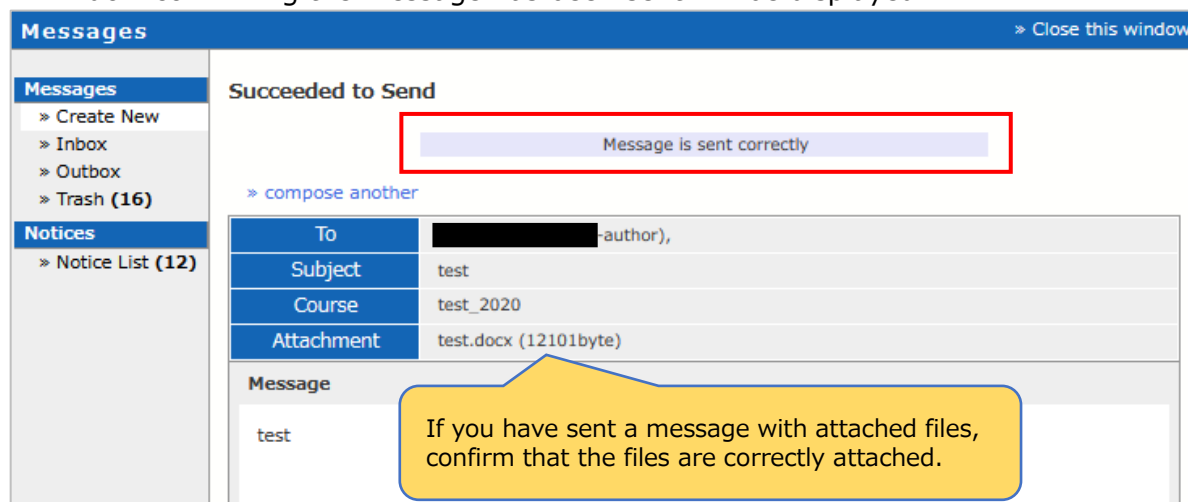6. Create a message and click the [Send] button

Maximum Size of Attached Files
・If you check [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 the university mail address as well. In the case of students who have an e-class ID (students under the credit transfer system), messages are sent to the e-mail address they set.

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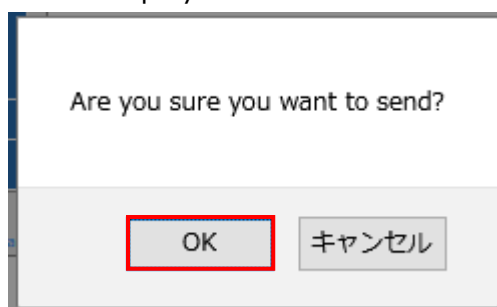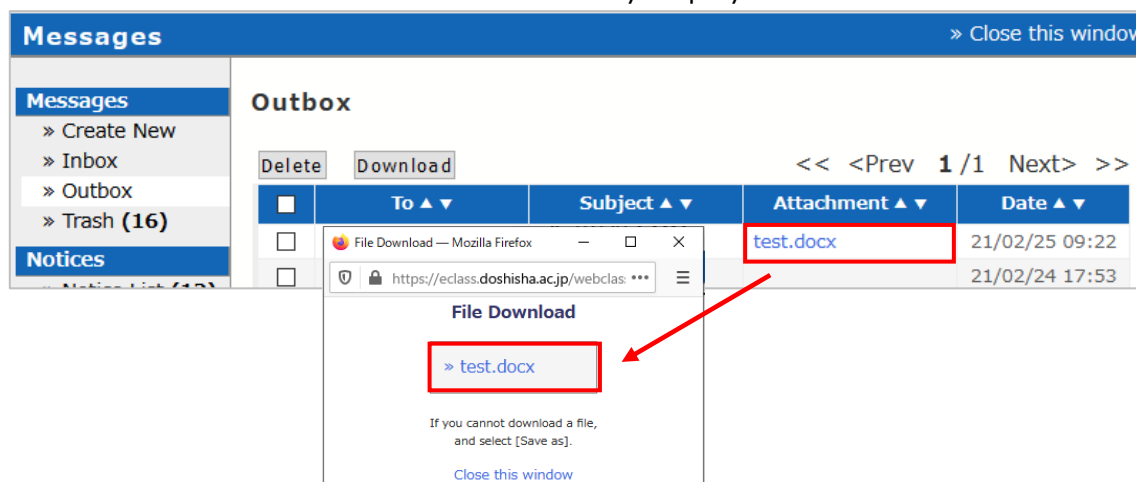

8. A window confirming the message has been sent will be displayed.

If you have sent a message with attached files, confirm that the files are correctly attached.

9. Confirm the items you sent in the [Outbox] under [Messages] in the left panel.

10. Confirm that the attached files are correctly displayed.

11. 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.
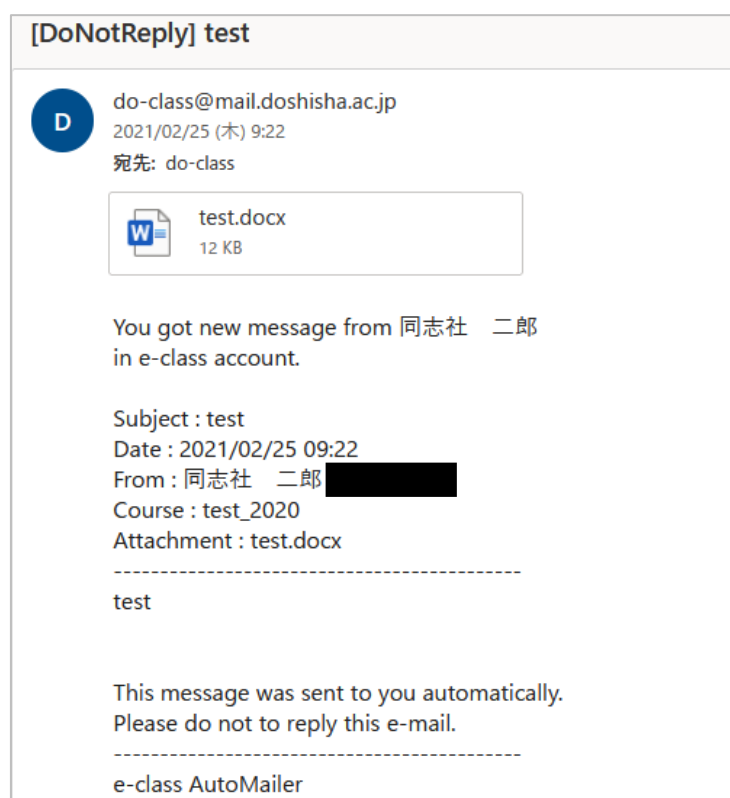
End

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