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.

Class Schedule Table

	Monday	Tuesday	Wednesday
1st			
2nd			
3rd			<u>» test 2020</u>

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

f	<u>e-class</u> st_2020				12	同志社 二郎 📕
	Course Material	Course scores -	Attendance	Other tools +	Course +	Logout

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

Notices * Close this v		
Messages	Notice List	
» Create New	Page 1 / 2 (No.1 - No.10 : Total 17)	< < 1 2 > >
» Inbox » Outbox	test	

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

Messages		» Close this window
Messages <u> </u>	Create New	
 » Outbox » Trash (16) Notices » Notice List (13) 	То	Enter Student ID separated with a comma. [» Select from User List] The message is sent individually. The recipient cannot view information of other recipient.
	Subject	

- 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.

Select Recipients				
User Name Student ID	<u>» Close this window</u> Search Result Course :test_2020			
<u>» ID manager</u>	Add the selected user to recipients □ User Name ▲▼ Student ID ▲▼ Permission ▲▼ e-mail ▲▼			
Pattern matching: Wild card * any single character ? Use ' or ' to connect	□ 同志社 太郎 Student/ Author(TA) unregisted □ 検証(教員) Teaches ID Author registed			
conditions.	Add the selected user to recipients			

* 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.

Select Recipients		
User Name Student ID	Search Result Course :test_2020	» Close this window

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

Messages	» Close this window
Messages » Create New » Inbox	Create New Send
» Outbox » Trash (16) Notices » Notice List (12)	To Enter Student ID separated with a comma. [» Select from User List]
	Subject test Attachment 愛照] test.docx
	Message Note that HTML tag car used. This function always send plain-text message. test
•If y	timum Size of Attached Files you check [Send the message by E-mail too)]: Up to 10 MB you do not check [Send the message by E-mail too)]: Up to 300 MB
	: Send the message by E-mail too. * The message will be sent only to users who registered their email address. * Notificatio mail will not be sent if attachment filesize is larger than 10[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.

Messages			» Close this window
Messages	Succeeded to Set	nd	
 » Create New » Inbox » Outbox 	[Message is sent correctly]
» Trash (16)	» compose anothe	r	
Notices	То	-author),	
» Notice List (12)	Subject	test	
	Course	test_2020	
	Attachment	test.docx (12101byte)	
	Message		
	test	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.

Notices		» Close this window
Messages	Notice List	<pre><< 1 2 > > </pre>
» Create New » Inbox	Page 1 / 2 (No.1 - No.10 : Total 18)	
» Outbox	【重要】 MacOS Mojaveでのレポート提出について システム管理者 - 11/16/2020 16:39	
» Search Message » Trash	e-classトップページ更新のご案内	
Notices	システム管理者 - 09/11/2020 19:19	

10. Confirm that the attached files are correctly displayed.

Messages					» Close this window
Messages » Create New	Outb	ox			
» Inbox » Outbox	Delete	Download		<< <prev 1<="" th=""><th>./1 Next> >></th></prev>	./1 Next> >>
» Trash (16)		To ▲ ▼	Subject 🔺 🔻	Attachment 🔺 🔻	Date 🔺 🔻
Notices		📦 File Download — Mozilla Firefo:	× – 🗆 ×	test.docx	21/02/25 09:22
Nouces		🛛 🗋 https://eclass.doshish	na.ac.jp/webclas: ••• 🗧		21/02/24 17:53
		File Dow			
		If you cannot dow and select [S Close this v	ave as].		

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.

[DoN	otReply] test
D	do-class@mail.doshisha.ac.jp 2021/02/25 (木) 9:22 宛先: do-class
	test.docx 12 KB
	You got new message from 同志社 二郎 in e-class account.
	Subject : test Date : 2021/02/25 09:22 From : 同志社 二郎 Course : test_2020 Attachment : test.docx
	test
	This message was sent to you automatically. Please do not to reply this e-mail.
	e-class AutoMailer

End

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