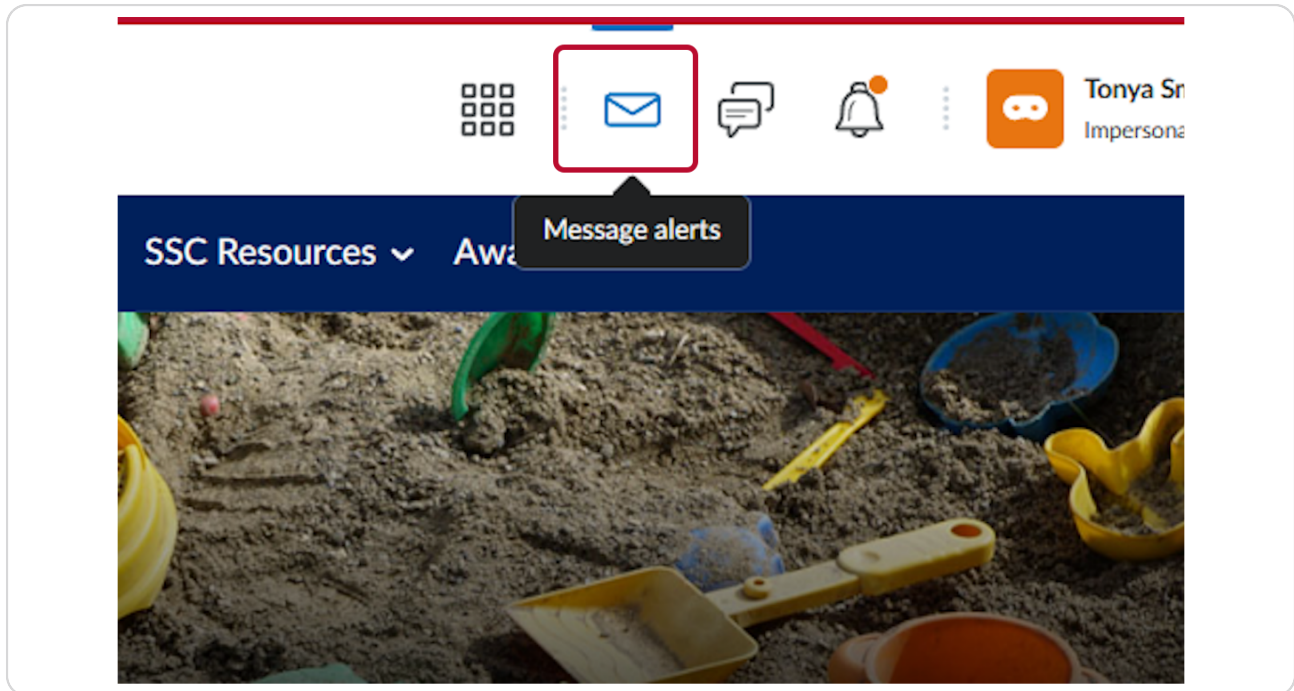


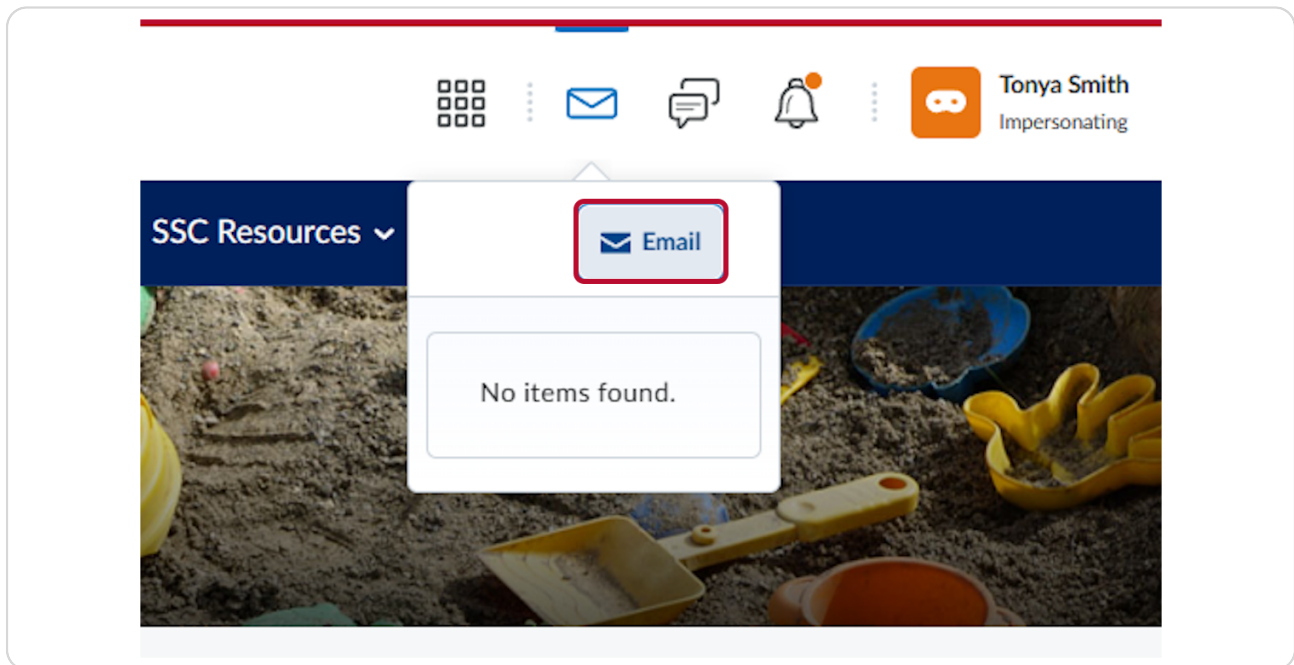
## STEP 1

### Click on Message alerts



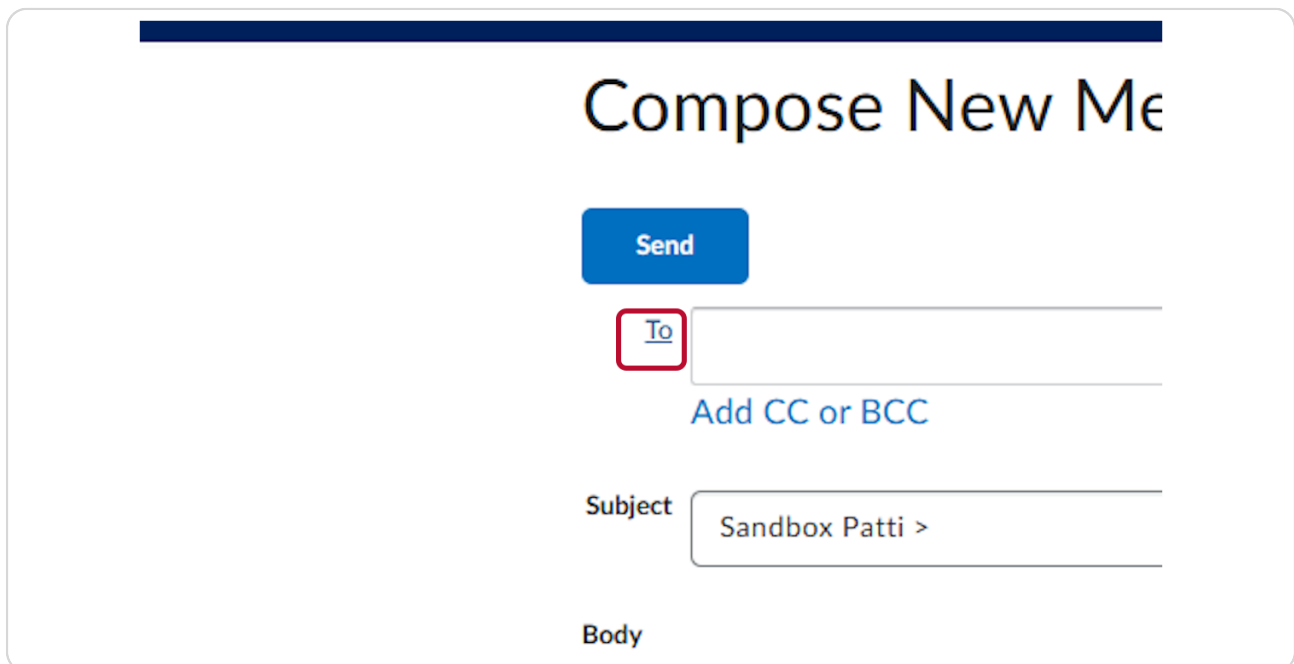
## STEP 2

### Click on Email



## STEP 3

### Click on To



## STEP 4

Check the box by your instructor's name

The screenshot shows an email composition window with a 'Send' button at the top. Below it are fields for 'To', 'Subject' (containing 'Sandbox Patti >'), and 'Body'. The 'Body' field has a rich text editor with options for Paragraph, Bold (B), Italic (I), and code (</>). To the right of the email fields is a table of recipients:

<input type="checkbox"/>	Instructor, D2L.Demo	demo.instru
<input type="checkbox"/>	03, Instructor	jessicaable
<input checked="" type="checkbox"/>	Instructor1, Test	ti_1@starks

At the bottom of the dialog are two buttons: 'Add Recipients' (highlighted with a red box) and 'Close'.

## STEP 5

Click on Add Recipients

The screenshot shows the same email composition window as in Step 4. The 'Add Recipients' dialog box is still open, but now it only contains one row of recipients:

<input checked="" type="checkbox"/>	Instructor1, Test	ti_1@starkstate.edu
-------------------------------------	-------------------	---------------------

The 'Add Recipients' button is still highlighted with a red box, and the 'Close' button is visible next to it.

## STEP 6

### Add a subject

Do not delete the class info, add the subject after the >

The screenshot shows the 'Compose New Message' interface in the StarkState system. The 'To' field is populated with 'Test Instructor1' <ti\_1@starkstate.edu>. The 'Subject' field is highlighted with a red box and contains the text 'Sandbox Patti > Issue with Accessing Textbook'. The 'Body' area is empty, showing a rich text editor toolbar. The 'Attachments' section is at the bottom with 'Upload' and 'Record' buttons.

## STEP 7

### Click in the Body area and write your message

Make sure to be as detailed as possible


A horizontal line representing the body of the email message.


STEP 8

Click on Send

Attachments

Drop files here, or click below!

 Upload

Record 

Choose Existing

Send