

# Mail Tool

## Compose message

Click here to create a new message. In the window that pops up, you will need to select which user(s) to send your message to.

## Search

Click here to search through all current messages. You will be presented with various criteria for your search.

## Message settings

Here you can change how you view your discussion board.

## Folder

List of current folders in your Mailbox.

## Unread

Number of messages that you have yet to read.

## Total

Total number of messages in a topic

 Inbox | 3 | 6 | |  Outbox | 0 | 10 | |  Draft | 0 | 0 | | **All** | **3** | **16** | To the right, there are 'Actions' and 'Options' sections. The 'Actions' section includes a 'Use Mail Wizard' link. The 'Options: Folders' section has buttons for 'Create folder', 'Rename folder' (with a text input and 'Go' button), and 'Delete folder'. The 'Options: Messages' section has buttons for 'Delete messages', 'Delete all messages', and 'Delete all course mail'."/>

## Create folder

Create a new folder that you can use to categorize your messages.

## Rename Folder

Select a single folder first, then type in the new name and click *Go*.

## Delete folder

Select one or more folders that you wish to delete.

## Delete messages

Select a single folder first, and then click here to delete all of the messages in that folder. The folder will not be deleted.

## Delete all messages

Delete all messages in all of your folders. The folders will not be deleted.

## Delete all course mail

Deletes all messages in all of yours, your TA's and your students folders. *All folders will be deleted.*