



Using the eLearn Email Feature

Stonehill College Information Technology
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Log into the LMS at:
<http://elearn.stonehill.edu>

Use your Stonehill username
and password.

Home

Welcome to ELearn, Stonehill College Learning Management System.

Stonehill College students, faculty, and staff can log on with their Stonehill username and password.

Log On

Username

Password

Log On

From the course home page or
from the Communicate tab use
the **Course Mail** component
and click **View Inbox**.

AN101 C - Beginner LMS

Course home Calendar Course content Resource

Home > Course > Communicate

Communicate

Edit Page

Course Mail

View Inbox
View, read, and compose messages

Quick Message
Skip the Inbox and start your message.

Unread Messages
AN101 C - Beginner LMS (D) 0 messages

Course Announcements

View: Past Present All | Sort: Descending
There are no new announcements.

To create an email message
click **Compose Message**.

AN101 C - Beginner LMS

Course home Calendar Course content Resource

Home > Course > Communicate > Course Mail

Course Mail

Compose Message

Action
Delete

Options

Show Unread Only
 Group by Source

Source Filter
Course: AN101 C - Begin

System Folders

Drafts (0/0)
Inbox (0/1)
Sent (0/0)
Trash (0/0)

My Folders (edit)

Address the message by clicking To: and checking the groups or names from the directory.

Make sure you check the Message Option **“Send a copy to each recipient’s Internet e-mail.”**

*This email process can be used off-campus for ease of emailing the entire class or member groups.

