


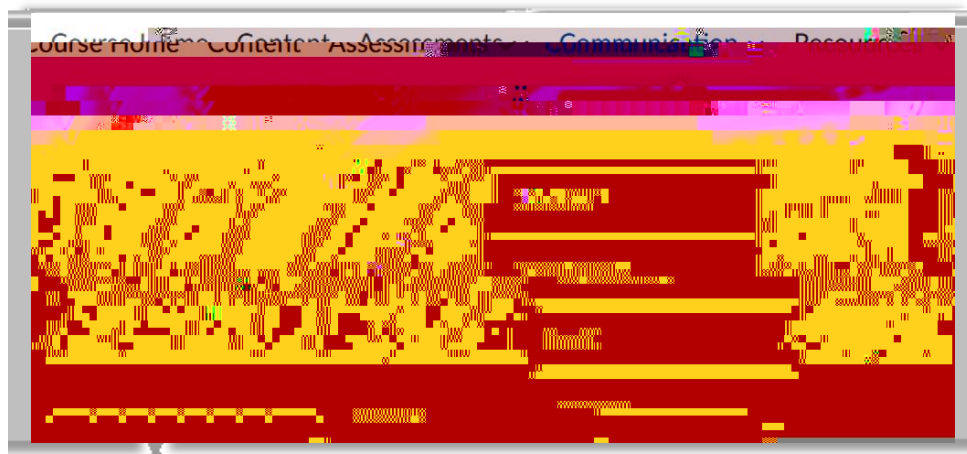
BlazeVIEW has its own mail system which you can use to communicate with the instructor and other students in your online classes. This mail system is internal to D2L and is separate from your VSU email account.

With the email tool, you can read and send email messages, organize received mail using folders, and store email addresses using the Address Book.

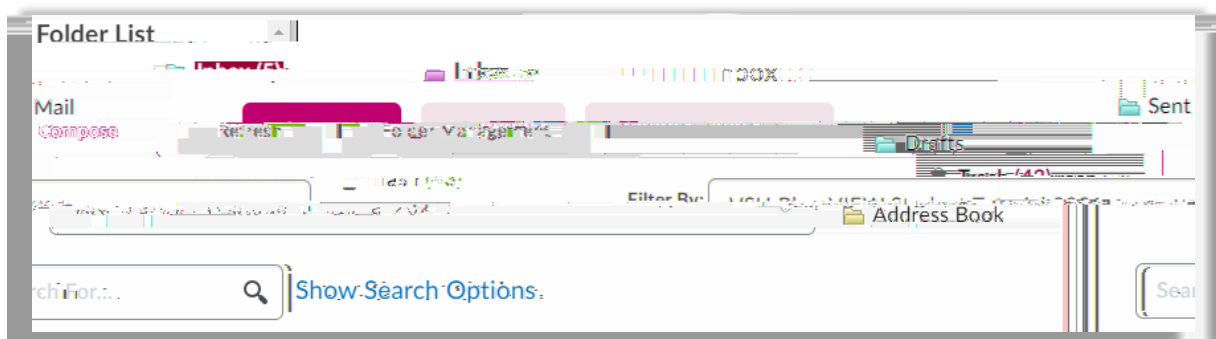
1. From the Minibar, click on  (envelope icon)



2. Or, from the Navigation Bar within a course, click  >




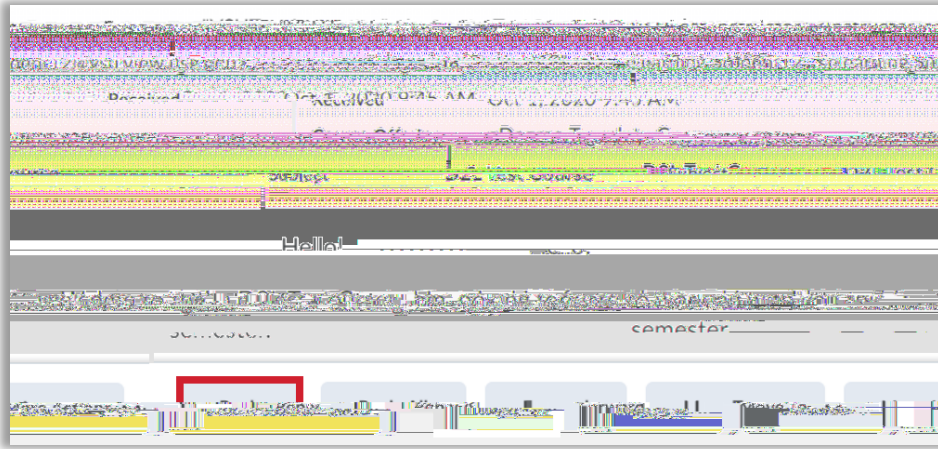
3. Once you have opened the Mail page, by default, BlazeVIEW will display your Inbox, where all new incoming messages are stored. If you are accessing your email from within a course, the email will automatically be filtered to only display the emails connected to that course.



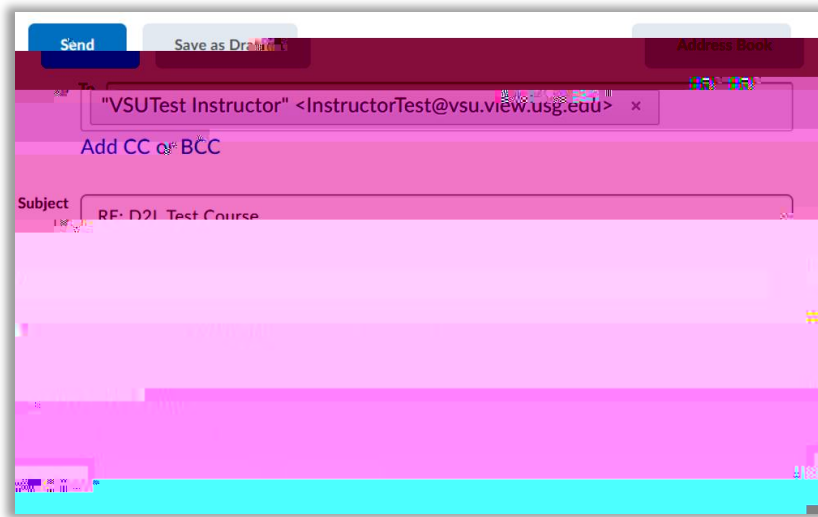
1. Select the \_\_\_\_\_ to read messages from each of your BlazeVIEW courses.

1. Select the  button. A new message composition window will open where you can write your message and indicate who you want to send it to.
  
2. If you know the  of the person you want to send a message to, enter it in the  field. Or, select the  button to choose message recipients.
  
3. Filter the Address Book by class or use the search bar to look up a recipient. Check the checkbox next to

1. Open the message you want to reply to.
2. Click on the  button within the Message Preview section of the page.



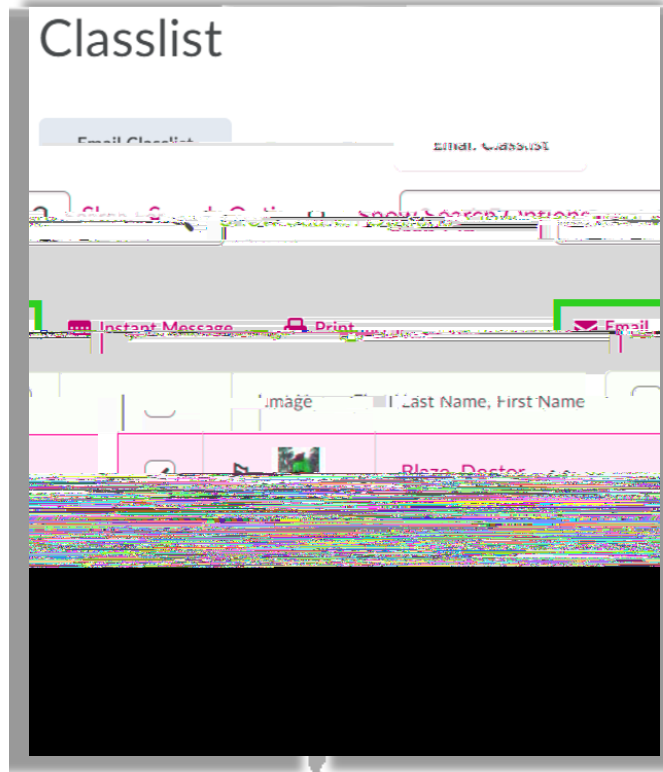
3. Compose your message and click .



Send email messages to one, several, or all Classlist members at once. When emailing multiple class members using the Classlist, BlazeVIEW adds the email addresses in the Bcc field. Keep them there so that individual users are not identified if you are sharing sensitive information.

1. From the \_\_\_\_\_ bar, select \_\_\_\_\_ >

1. Select the checkboxes next to the users who should receive the email.
2. Select the  option.



3. Enter the subject of the email.
4. Enter the body of the message.
5. Select the  button when complete.

For more information or assistance, call 229-245-6490 or email [blazeview@valdosta.edu](mailto:blazeview@valdosta.edu).  
For 24/7 BlazeVIEW or GoVIEW assistance, call 855-772-0423 or visit [GeorgiaVIEW Help Center](#).

