# Laulima Tool

## **Reference and Use Guide**

## of Email Archive

Brought to you by

Center for Excellence in Learning, Teaching and Technology at Kapi'olani Community College

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## **Email Archive Description**

Email Archive is a tool that can be used in (at least) two ways. One is as a mailing list or listserv, where you and your students email an address using an external email application (such as Microsoft Word, Gmail, UH Webmail, etc) and you and your students will also receive the messages in the external email application.

The other option is for you to use it as a one-way communication tool. You, as the instructor, send announcements/messages to your students that will be received in their external email application but you take away the permission for them to write back to the mailing list. This is useful if you have emails you would like to forward to your students but still want them to log into Laulima and use the communication tools in there. For example, you might prefer to use a discussion board for two-way communication between the whole class because you can moderate by deleting or modifying a message any of the students write whereas in a mailing list everyone will get the message and there is no way for your to filter out inappropriate messages.

Email Archive is also a messages *archive*. Every email that gets sent to the email address that Email Archive generates is saved in Email Archive. You can also save messages that get sent through the Mailtool to Email Archive. The only catch is that the Mailtool allows for private correspondence, while messages sent to the Email Archive email address – since it's a mailing list – are completely public. So you have to hide the Email Archive tool from your students (a two step process) if you wish to save private mail to the Email Archive tool.

Hiding the Email Archive tool is a great way to store messages for YOURSELF, especially if you don't think your students need to have both Email Archive and their external email application to find emails (which might get confusing), so you can delete messages in your external email application but still be able to find them within Email Archive.

Read on for step by step instructions, with screenshots, about managing the Email Archive tool.

#### 1. To activate the email archive, go to site info, edit tools



### 2. Check "email archive", "continue".

Caulima : Der	mo_calon	ag_01_Dev: Site Info	
Site Info		Announcements	F posting current, time-critical information.
Assignments		ssignments	or posting, submitting and grading assignment(s) online.
Blogger	B B	Blogger	For a collaborative worksite blog
Chat Room	C C	Chat Room	For real-time conversations in written form.
Drop Box		Discussion	For conversations in written form.
Evaluation System		Discussion and rivate Messages	Jforum-Discussion Tool, Foothill
Gradebook		Prop. Days	For private file sharing between instructor and student.
Link Tool	₽ E	Email Archive	For viewing email sent to the site.
Mailtool	M -		Tool for running site evaluations.
Messages	F	orums	Display forums and topics of a particular site
CAldridge News Podcasts	₽ G	Gradebook	For storing and computing assessment grades from Tests $\ensuremath{\mathfrak{k}}$ Quizzes or that are manually entered.
Polls		ink Tool	A tool to link to external applications.
Roster		Aailtool	Send mail to groups in your course. (Attachment-enabled)
Schedule		Nessages	Display messages to/from users of a particular site
<u>Syllabus</u> Tests & Quizzes		Nodules	Modules - Melete Lesson Builder for creating and organizing learning sequences.
RSS Links		Aldridge News	For viewing content from http://sakaiproject.org/news-rss-feed.

3. Create the email address, be specific, "continue". For example, include your class name, section, semester, and year so there are no conflicts. eg. ics101-1-sp08.

Ł.	Cooperation, joint action; group of people working together; community food patch to work together, cooperate. Lit., many hands. Learning & Collaboration Server for the Iniversity of Hawal'i Community	Logout
<u>My Workspace</u> Demo	o_caldridg_01_Dev Cheryll_Workshops V. Laulima - more -	
Home	Site Info	0
Discussion and Private Messages Modules	Customize Tools Customize these tools for your site.	ŝ.
Announcements	Email Archive	
Resources	Site email address:     Ealdridge_test     @laulima.hawaii.edu	
Assignment	Continue D ack Cancel	
Blogger		
Chat Room		
Discussion		
Drop Box		
Evaluation System		
Forums		

4. Confirm email archive, you will be returned to the site info page. Click on email archive.

Home	💝 _Site Info	0
Discussion and Private Messages	Confirming site tools for Demo caldridg 01 Dev	
Modules	You have removed the following:	
Announcements Resources	And have selected the following for your site (added tools highlighted):	
Site Info	Home	
Assignments	Announcements	
Blogger	Blogger	
Chat Room	Chat Room	
Discussion	Discussion	
Discussion	Discussion and Private Messages	
Drop Box	Drop Box	
Evaluation System	Email Archive: caldridge_test@laulima.hawaii.edu	
Forums	Evaluation System	
Cradabaali	Forums	
Gradebook	Gradebook	
Link Tool	Link Tool	
Mailtool	Mailtool	
	Messages	
Messages	Modules	
CAldridge News	CAldridge News (News Tool)	
Podcasts	Podcasts Polls	

5. You will see an email from which you are authorized to send mail from. You may not send to the email archive from any other email address (see sections on permissions). Below that you will see two email addresses. These are the email archive addresses; the top one is the alias of the bottom one. Below that is an archive of all mail sent and received via the email archive.

Home	💈 _ Email Archive		0
Discussion and Private Messages	Options Permissions		
Modules		I	Search
Announcements Resources	You are authorized to send email from: c Email sent to the following addresses will	aldridg@hawaii.edu I be archived and sent to particip	pants:
Assignments Blogger	<u>caldridge_test@laulima.hawaii.edu</u> <u>b4d40e55-87a2-429a-80d8-4108dd</u>	! 854515@laulima.hawaii.edu	
Chat Room	N		viewing 1 - 2 of 2 of
Discussion Drop Box	Send mail to caldridge test@la	ulima.hawaii.edu)	ow 20 items 💽 🔰 🛃
Evaluation System	From	Subject	Date Received =
Forums	Cheryll Aldridge << >>	Hello @	Mar 6, 2008 8:17 AM HST
Gradebook	Cheryll Aldridge du>	Demo_caldridg_01_Dev: Hiya	Feb 4, 2008 10:22 AM HST
Link Tool			
Mailtool			
Messages			
CAldridge News			
Podcasts			

6. Use the authorized external email to send your message **TO the email alias** you created.

🙀 🐼 🕅 Gmail - Con, ng	e Mail - liovelly@gmail.com
•talk	Gearch Mail Gearch Create a filter
Compose Mail	Sec. 1 Discard Draft autocaved at 8:29 AM (0 minutes aco)
Inbox (1) Starred 🛱 Chats 🔗 Sent Mail Drafts (1) All Mail Spam Trash	From: Cheryll Aldridge <c> 10: caldridge_test@laulima.hawaii.edu Add Cc   Add Bcc Subject: Email Archive Fun!</c>
Contacts Contacts Chat Search, add, or invite Cheryll Set status here Coops. Your AIM® session has expired. Sign in again. Benjamin C Taylor Kevin Andreshak	Aloha everyone, Please tell me a little about yourself. Thank you, Cheryll
Pichard Nam	The second secon

7. Any messages sent to the email archive will be saved in the email archive.

🍪 🄏 Laulima : D	emo_caldridg_01_Dev : Email Archiv		🚡 • 🗟 - 🕴 • 🖥	Page - 🕥 Tools -
Home	🗯 Email Archive			0
Discussion and	Options Permissions			
Private Messages			<b>_</b>	Search
Modules				Coulon
Announcements	You are authorized to send	email from: caldridg@hawaii.ed	lu	
Site Info	Email sent to the following	addresses will be archived and s	sent to participant	
Assignments	caldridge_test@laulin	na.hawaii.edu		
Assignments	h4d40e55-87a7-429a	ondo as and dot at a tollowillow h	and the second	
Blogger	04040633-0782-4278	-6008-410600654515@tautima.m	awaii.edu	
Blogger Chat Room	04040255-0742-4274	-9008-410800854515@laulma.n	<u>awaii.edu</u> Vietne 1 - 3 ol	f 3 of
<u>Blogger</u> Chat Room Discussion	01040505-0742-4278	8008-410800854515@iau(ima.n.	<u>awaii.edu</u> Via ong 1 - 3 of	f 3 of
<u>Blogger</u> <u>Chat Room</u> <u>Discussion</u> Drop Bo	04040555-0742-4274	-41080054515(@Laudma.n.	Viewing 1 - 3 of	f 3 of
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<u>Blogger</u> <u>Chat Room</u> <u>Discussion</u> <u>Drop Bo</u> valuation System <u>Forum</u> <u>Gradeboo</u>	From Cheryll Aldridge	Subject	Vie vig 1 - 3 of Vie vig 1 - 3 of show 20 items Date Receiv int & Mar 6, 2008 Mar 6, 2008	f 3 of ed T 8:29 AM HST 8:17 AM HST
Blogger Chat Room Discussio Drop Bo valuation System Forum Gradeboo Link Too	From Cheryll Aldridge Cheryll Aldridge	Subject	waaii.edu           Vieung 1 - 3 of           iso 20 items           Date Receiv           uni           Mar 6, 2008           Mar 6, 2008           Mar 6, 2008           Feb 4, 2008	f 3 of ed T 8:29 AM HST 8:17 AM HST 10:22 AM HST
Blogger Chat Room Discussion Drop Bo valuation System Forum Gradeboo Link Too Mailtoo	From Cheryll Aldridge Cheryll Aldridge Cheryll Aldridge	Subject Email Archive Fu Hello Demo_caldridg_0	Vieung 1 - 3 of Vieung 1 - 3 of Show 20 items Date Receiv Int & Mar 6, 2008 Mar 6, 2008 Mar 6, 2008	f 3 of ed T 8:29 AM HST 8:17 AM HST 10:22 AM HST
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8. Click on the message subject to view it. View headers of the message by clicking "view headers". View other messages by clicking these controls. Delete messages by clicking "delete".

Aulima : Demo_cald	ridg_01_Dev:Ema	il Archive - Windows Internet Explorer		
(C) - @ https://	laulima.hawaii.edu/por	tal/site/b4d40e55-87a2-429a-80d8-4108d 💌 🔒 🤧	Google	ρ.
👉 💸 🌈 Laulima : D	emo_caldridg_01_Dev	Email Archive	🟠 • 🔊 - 🖶 • 🔂 Page • 🔿 Tool	a + <sup>39</sup>
Home	a control Arc	hi	0	-
Discussion and				
Private Messages	View Header	Delete		
Modules		~ Previous Email	Return to List Next Email >	
Announcements				- 1
Resources	Date	Mar 6, 2008 8:29 AM HST		
Site Info	From	Cheryll Aldridge		
Assignments	Subject	Email Archive Fun!		
Blogger	Body	Aloha everyone,	.9	
Chat Room				
Discussion		Please tell me a little about yourself.		
Drop Box		Thank you,		
Evaluation System		Cheryll	w	
Forums		[see attachment: "message0.html", size: 161	i bytes]	
Gradebook				
Link Tool	Attachments	(1 KB)		
Mailtool				
Messages		- Previous Email	Return to List Next Email >	
CAldridge News				
Podcasts				
Done			Internet 2 + 100%	

### 9. This is the view with headers.



10. You can search for words in the email archive. This includes words in the body, subject and sender!

Laulima : Demo_cald	ridg_01_Dev : Email Archive - Window	vs Internet Explorer	
🕒 🗸 🖉 https://	'laulima.hawaii.edu/portal/site/b4d40e55-87a	2-429a-80d8-4108d 🝸 🔒 😽	🔀 Google 🖉
🎲 🛷 🌈 Laulima : D	emo_caldridg_01_Dev : Email Archive		🏠 🔹 🔝 🔸 🖶 🔹 🔂 Page 🔹 🕥 Tools 🔹
🔮 L	Cooperation, joint action aulima community food patch; f Lin, many hands. Learning & Collaboration Server for th	; group of people working toget o work together, cooperate. Ne University of Hawai'i Commu	nity
My Workspace Dem	o_caldridg_01_Dev	iops KAP.Laulima - more	
Discussion and	Orbiene Demissione	_	
Private Messages	Options Permissions		
Modules			Thank I Search
Announcements			
Resources	You are authorized to send email	from: caldridg@hawaii.edu	to postilizzatio
Site Info	Email sent to the following addres	ses will be archived and sent	to participants.
Assignments	caldridge_test@laulima.haw	aii.edu	and the second
Blogger	b4d40e55-87a2-429a-80d8-	4108dd854515@laulima.hawa	ii.edu
Chat Room			Viewing 1 - 3 of 3 of
Discussion		10	ahow 20 itomo
Drop Box		2	
Evaluation System	From	Subject	Date Received T
Forums	Cheryll Aldridge <c< td=""><td>Email Archive Fun!</td><td>Mar 6, 2008 8:29 AM HST</td></c<>	Email Archive Fun!	Mar 6, 2008 8:29 AM HST

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🔮 Li	Cooperation, joint action; group community food patch; to work Lit., many hands. Learning & Collaboration Server for the Unit	of proje working together of the cooperate. rsity of Hawa'i Communit	Logout
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Discussion and	Option Permissions		
Modules			Thank I Search
Announcements			
Resources	You are authorized to send email from: c	aldridg@hawaii.edu	
Site Info	Email sent to the following addresses will	be archived and sent to	participants:
Assignments	caldridge_test@laulima.hawaii.edu		ing a second
Blogger	b4d40e55-87a2-429a-80d8-4108dd	854515@laulima.hawaii.(	edu
Chat Room			Viewing 1 - 3 of 3 of
Discussion			show 20 items
Drop Box	0-221403		
Evaluation System	From	Subject	Date Received T
Forums	Cheryll Aldridge < lu>	Email Archive Fun!	Mar 6, 2008 8:29 AM HST

11. To change the permissions, click "permissions".

12. Under permissions, you can change who is allowed to read and write messages. Make sure that Instructor has full permissions and students have at least "read" permissions. If you would like students to be able to send emails to the email archive (the mailing list) you need to check "new" permissions. This is NOT a default setting, don't forget to do this! The same goes for any teaching assistant or other Laulima roles. If you want Email Archive as a way to record emails within Laulima for YOURSELF, uncheck the "read" permission for Student and/or Teaching Assistants so they can't read the messages. This is especially important if you also plan to send messages from the Mailtool into Email Archive.

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٤	Cooperation, joint action community food patch; to <i>Laulima tit., many hands.</i> The Learning & Collaboration Server for th	r; group of people working to work together, cooperate ne University of Hawa'i Co	together; ommunity	
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Mo Announcer Reso Assign Chat I Discu Dro	dules     Set permissions for Email Archive 4108d854515)       Role     Instructor       Student     Student       Room     Save       State     Cancel       p Box     Cancel	in worksite "Demo_cald read 20 20 20 20 20 20 20 20 20 20 20 20 20	Iridg_01_Dev"	(b4d40e55-87a2-429a-80d8-
Announcer Reso Assign Chat I Discu Dro Evaluation Sy	dules     Set permissions for Email Archive 4108d854515)       Role     Instructor       Student     Student       Room     Save       State     Cancel       p Box     stem	in worksite "Demo_cald read 20 20 20 20 20 20 20 20 20 20 20 20 20	Iridg_01_Dev"	(b4d40e55-87a2-429a-80d8- delete.any  ☑

13. This screen is the Site Info->Page Order tool. Make sure the light bulb is OFF if you do not want "normal users" to see the email archive. (Do both, hide it here which hides the link to Email Archive for normal users and uncheck "read" in permissions to be completely sure the messages will remain accessible only to

New tab	Demo_caldridg 🔀		
https://laulima.hav	waii.edu/portal/site/b4d40e55-87a2-429a	80d8-4108dd854515/page/8c83/573-9db0-4c62-00/b-0d7b/5ca70c5	
Cherofi Aldridge	CAldridge News	2 9 ×	
	Podcasts	2 9 ×	
	Polls	2 9 X	
	Roster		
	Schedule	N Q X	
	Syllabus	🖉 🖗 🗙	
	Tests & Quizzes	🖉 🖗 🗙	
	RSS Links	2 9 X	
	Wiki	2 9 X	
	Email Archive	2 m ×	
	Save Cancel Reset	Title: Show this page to normal users Address: https://laulima.hawaii.edu/potal/tool/6bal sakaisite-pageorder-helper.helper/ visible=true&panel-Main	b502 face

### 14. You can set the email archive options.



15. You can allow people outside of the site participants to send messages to the archive and also change the address at anytime. Click "update options" when you are done.

Laulima : Demo_caldı	idg_01_Dev : Email Archive - Windo	ws Internet Explorer		
🔊 🕤 👻 https://	aulima.hawaii.edu/portal/site/b4d40e55-87a	a2-429a-80d8-4108d 🗾 🔒	😽 💥 Google	P -
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My Workspace Demo	_caldridg_01_Dev	hops KAP.Laulima - m	ore -	
Home Discussion and	💈 Email Archive			0
Private Messages	Customize Email Archive			
Modules	Mailbox settings			
Announcements Resources Site Info	Accept Messages From     Anyone     O Anyone	R		
Assignments	<ul> <li>Only site participants</li> </ul>			
Blogger Chat Room	Site Email Address	caldridge_test	@laulima.hawaii.edu	
Discussion				
Drop B k	Update Options Cancel			
Evaluation System				
Forums				2

16. When you receive messages from the email archive, you will see the sender's external email address (soandso@hawaii.edu) and NOT the email archive address.



17. Make sure you select "reply all" to send a response to the whole mailing list. Otherwise the message will be sent only to the sender of the email.

