

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.

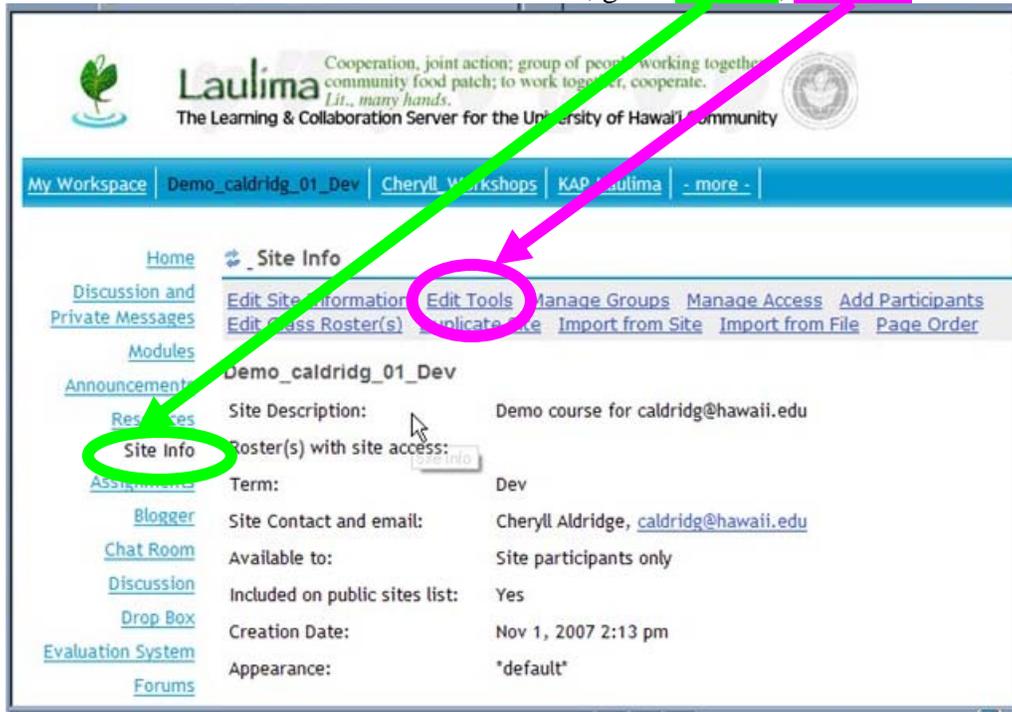
The other option is for you to use it as a one-way communication tool. You, as the instructor, send announcements/messages to your students that will be received in their external email application but you take away the permission for them to write back to the mailing list. This is useful if you have 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.

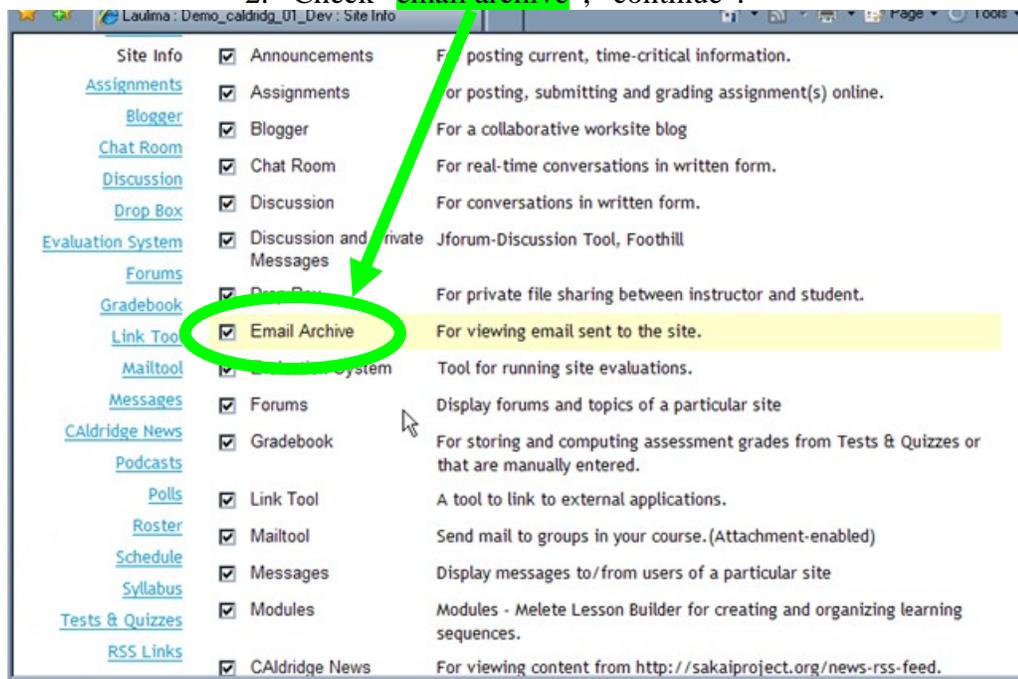
Hiding the Email Archive tool is a great way to store messages for YOURSELF, especially if you don’t think your students need to have both Email Archive and their external email application to find emails (which might get confusing), so you can delete messages in your external email application but still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

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

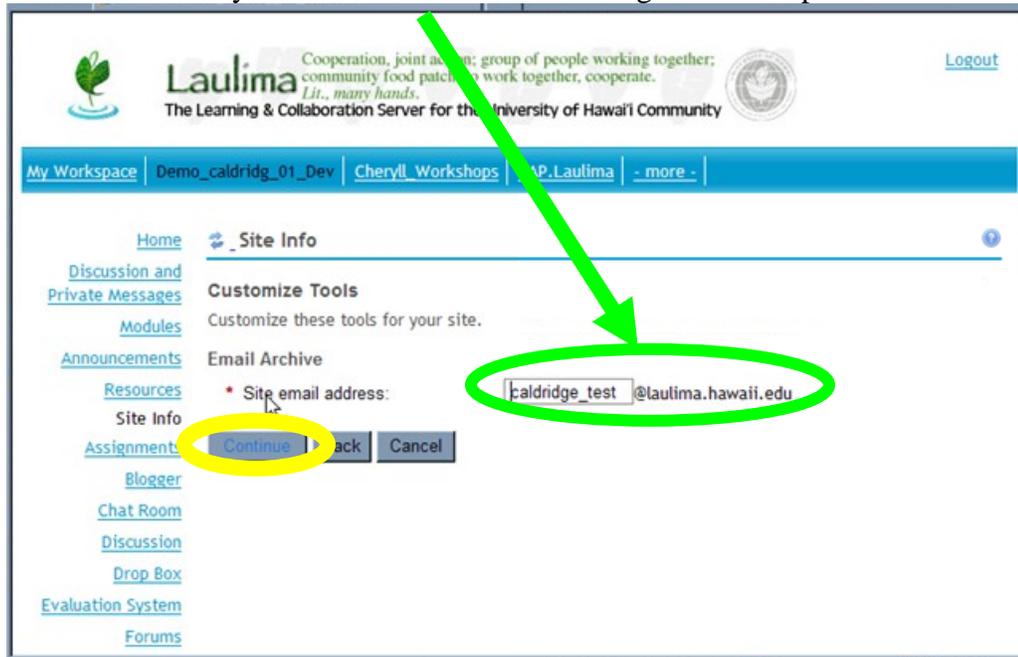
1. To activate the email archive, go to **site info**, **edit tools**



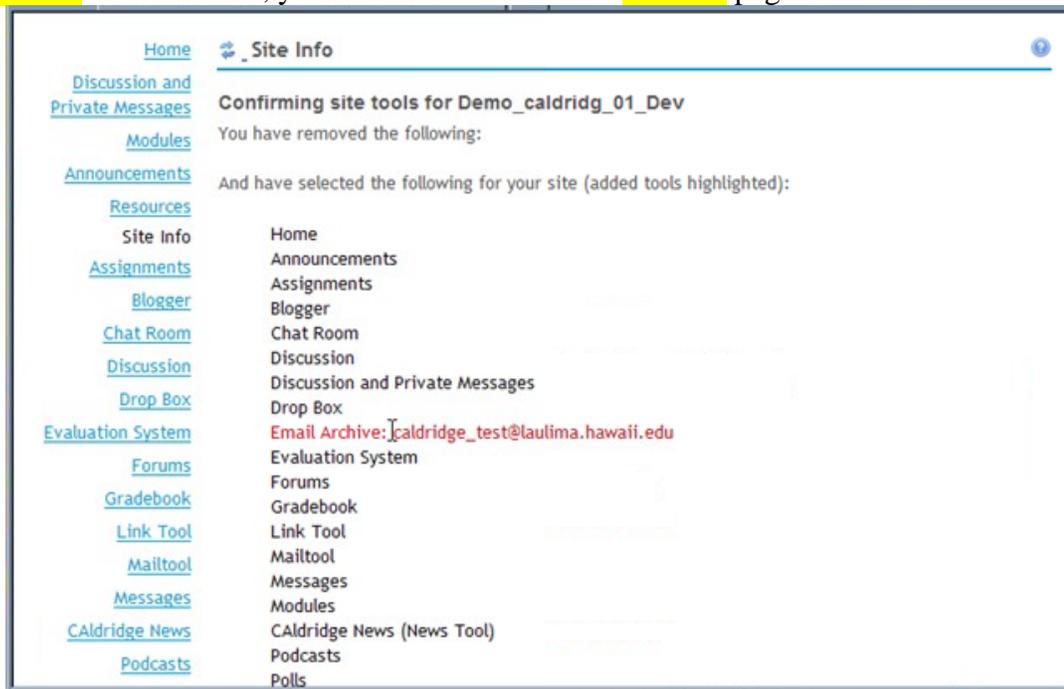
2. Check **email archive**, "continue".



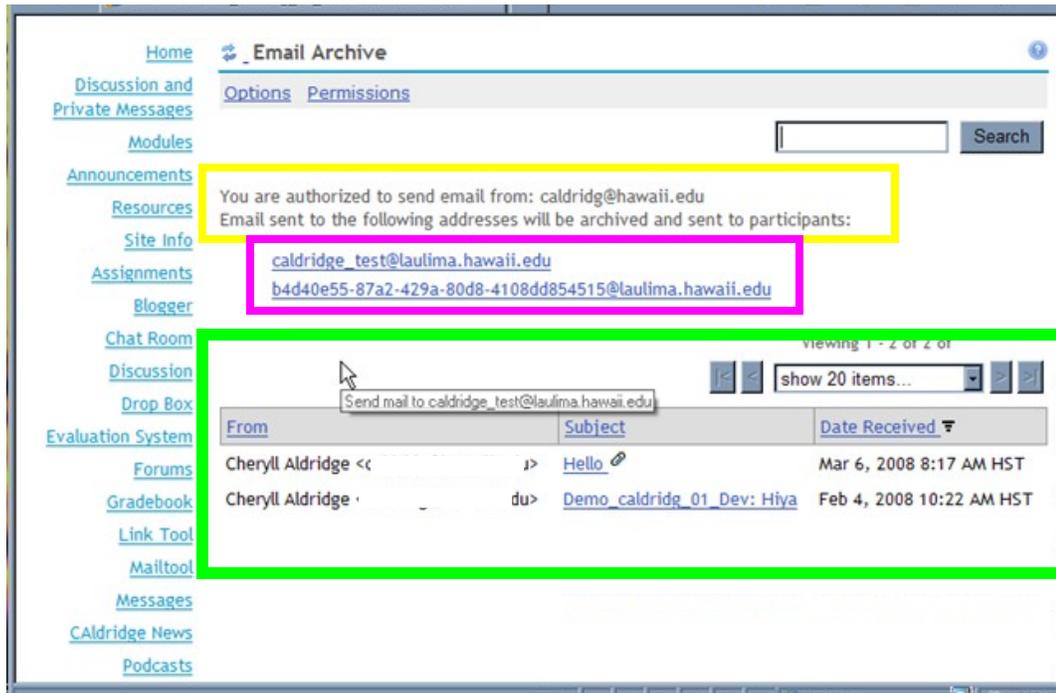
3. **Create the email address**, be specific, “**continue**”. For example, include your class name, section, semester, and year so there are no conflicts. eg. ics101-1-sp08.



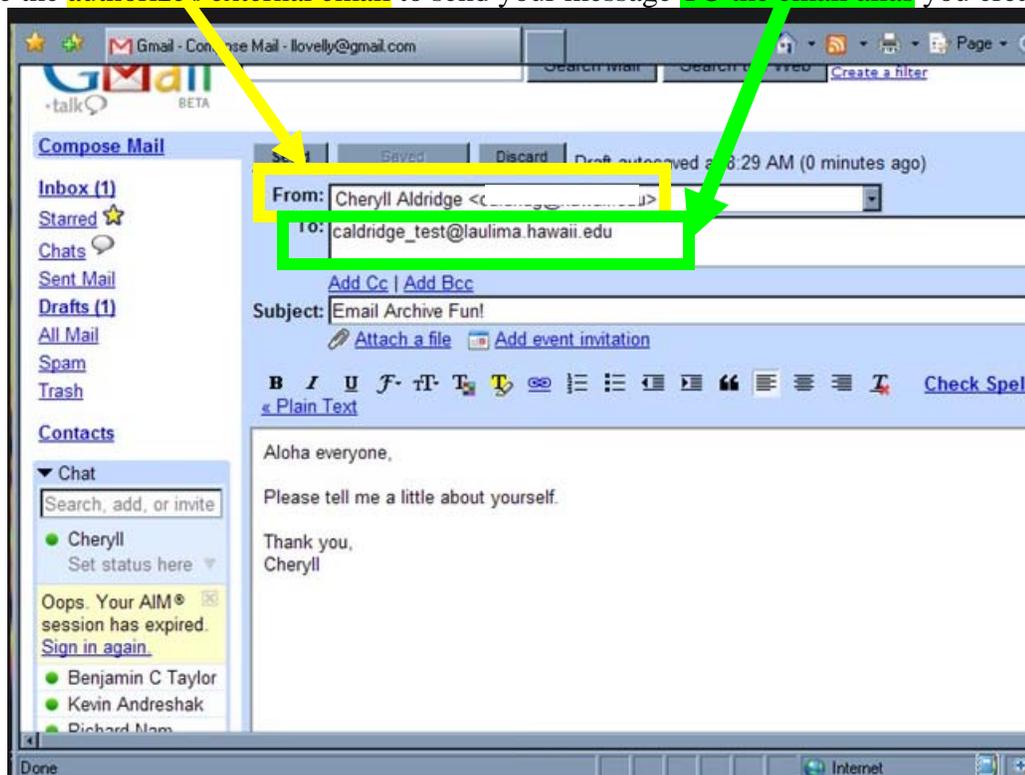
4. **Confirm** email archive, you will be returned to the **site info** page. Click on email archive.



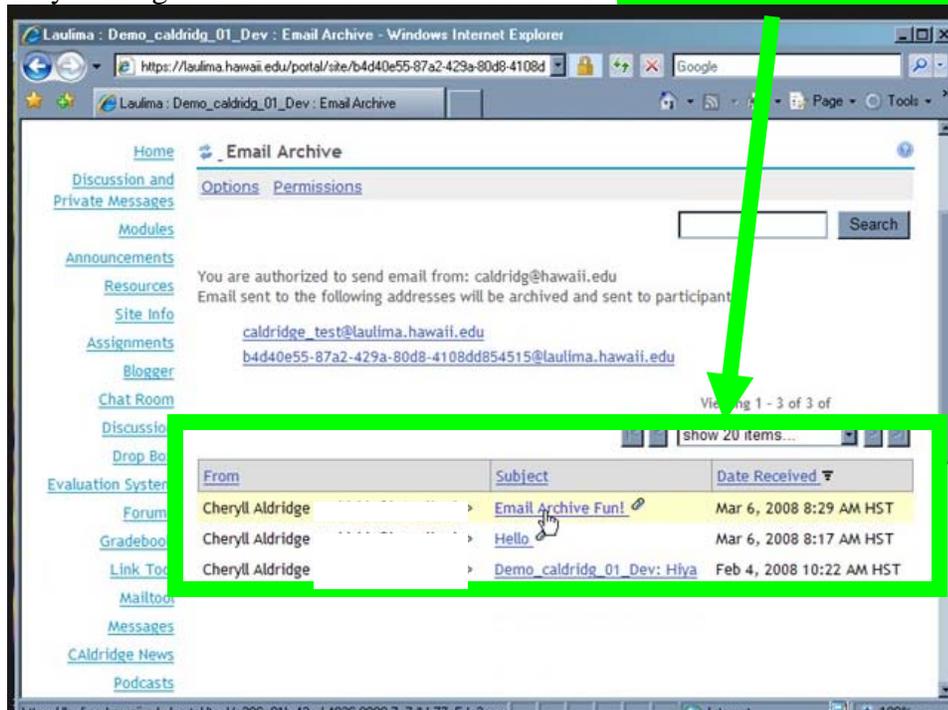
5. You will see an email from which you are **authorized to send mail from**. You may not send to the email archive from any other email address (see sections on permissions). Below that you will see two email addresses. These are the **email archive addresses**; the top one is the alias of the bottom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



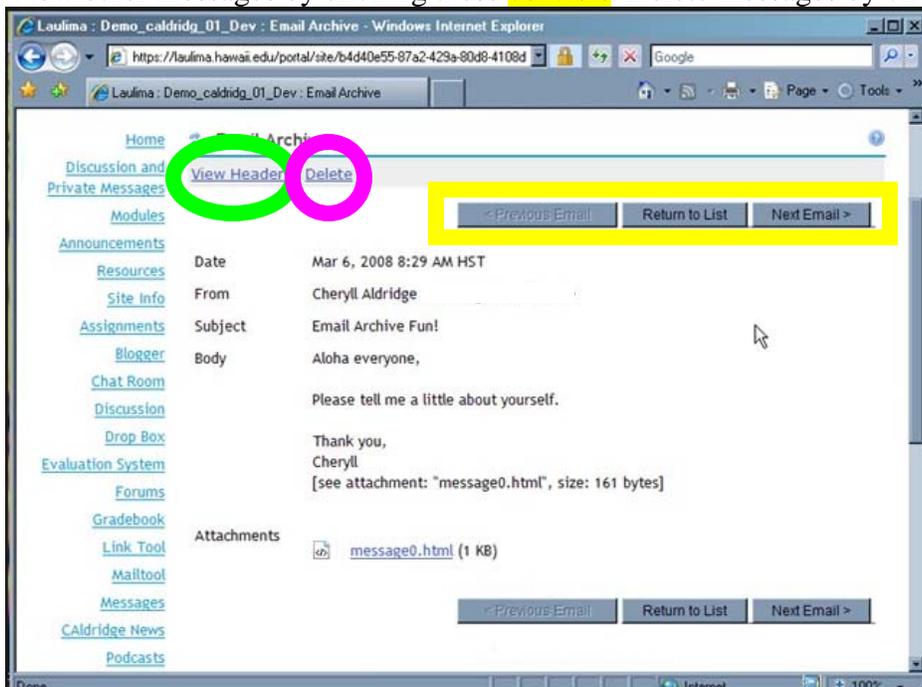
6. Use the **authorized external email** to send your message **TO the email alias** you created.



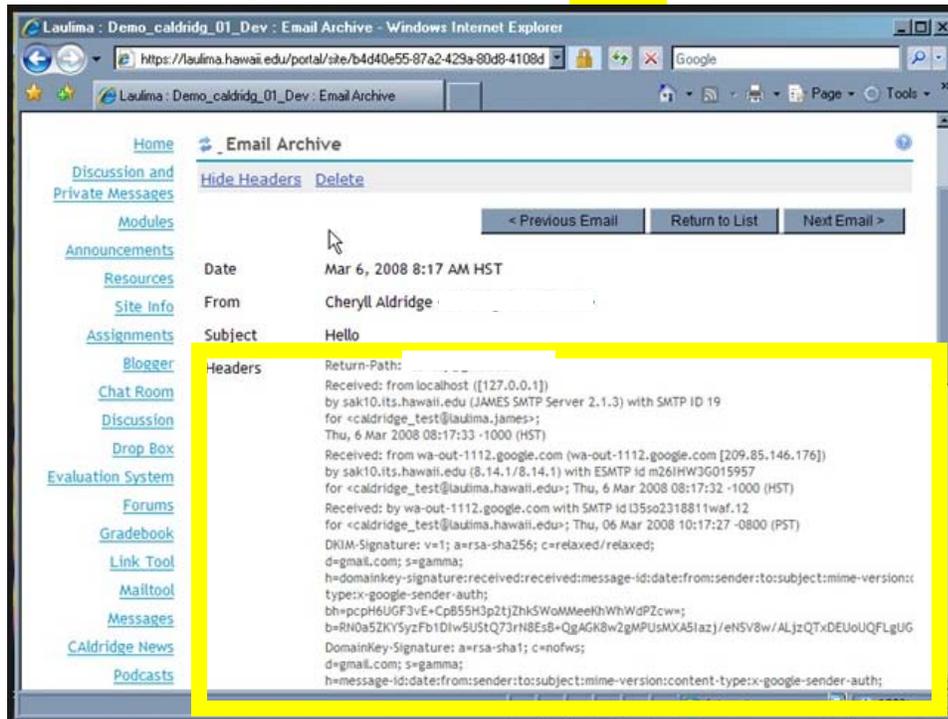
7. Any messages sent to the email archive will be saved in the email archive.



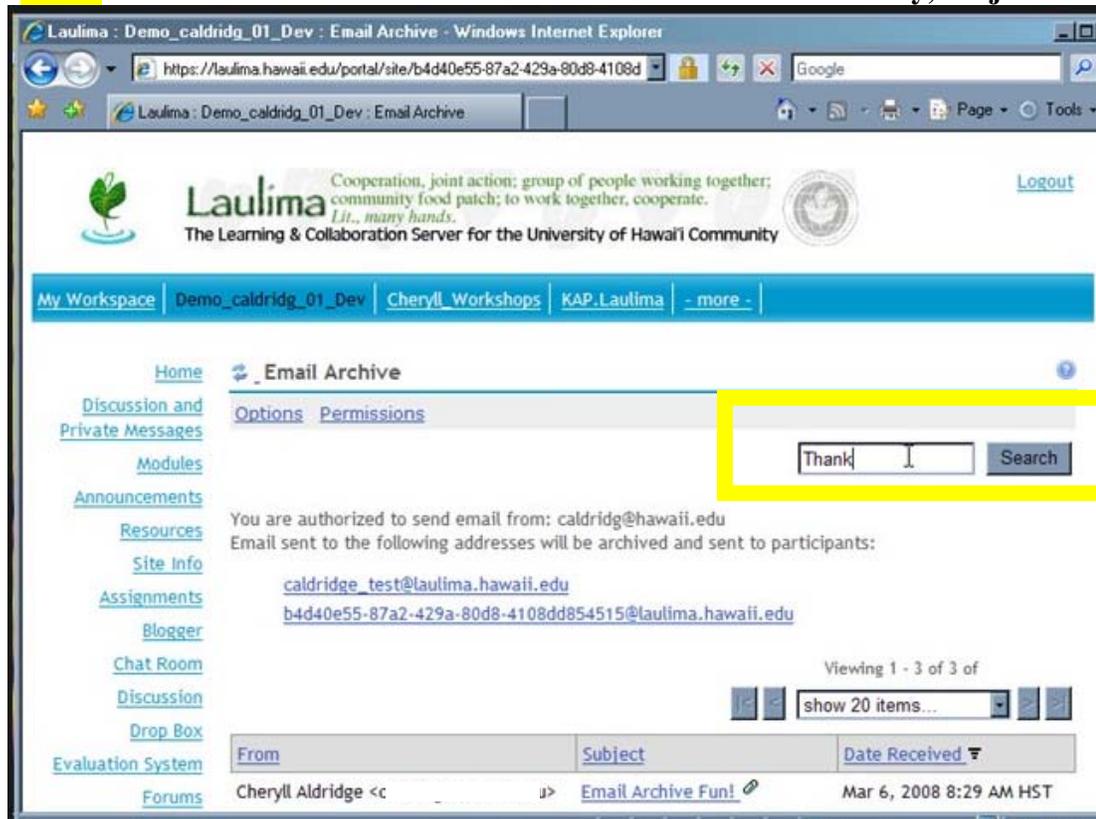
8. Click on the message subject to view it. View headers of the message by clicking "view headers". View other messages by clicking these controls. Delete messages by clicking "delete".



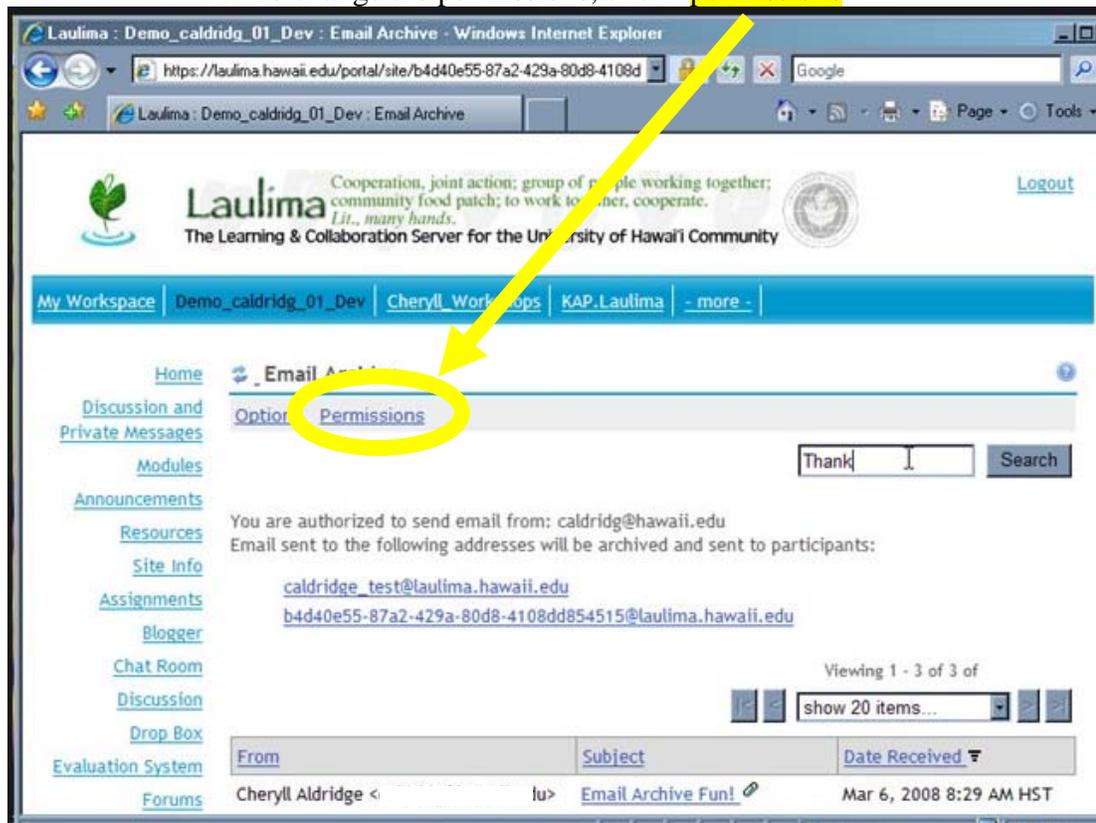
9. This is the view with **headers**.



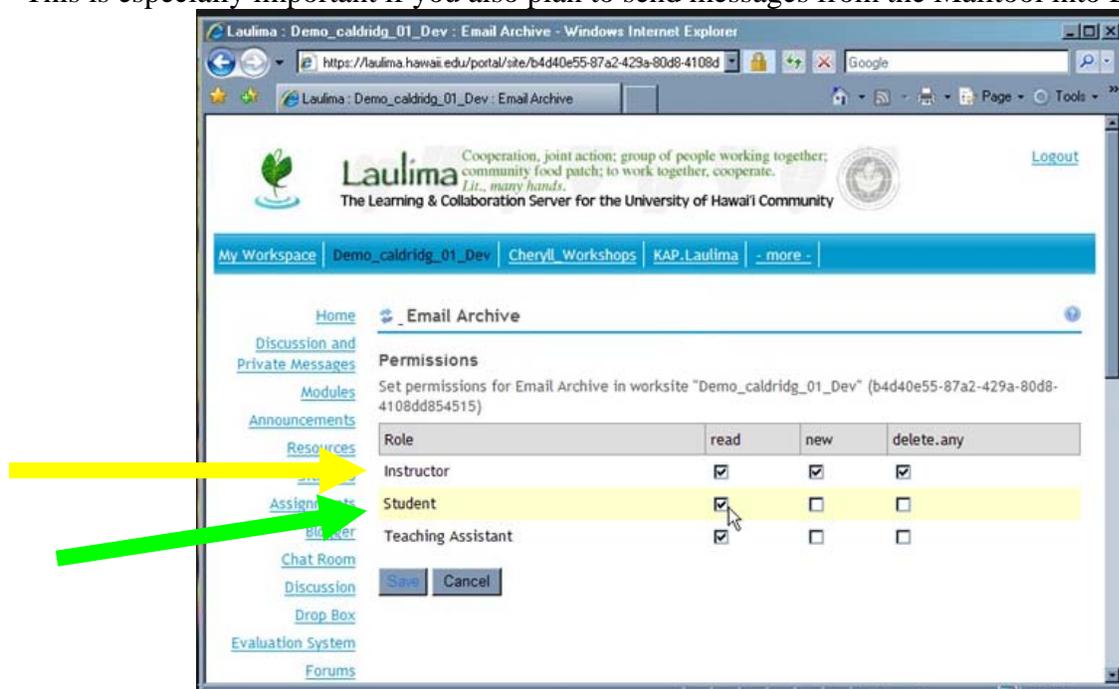
10. You can **search** for words in the email archive. This includes words in the **body, subject and sender!**



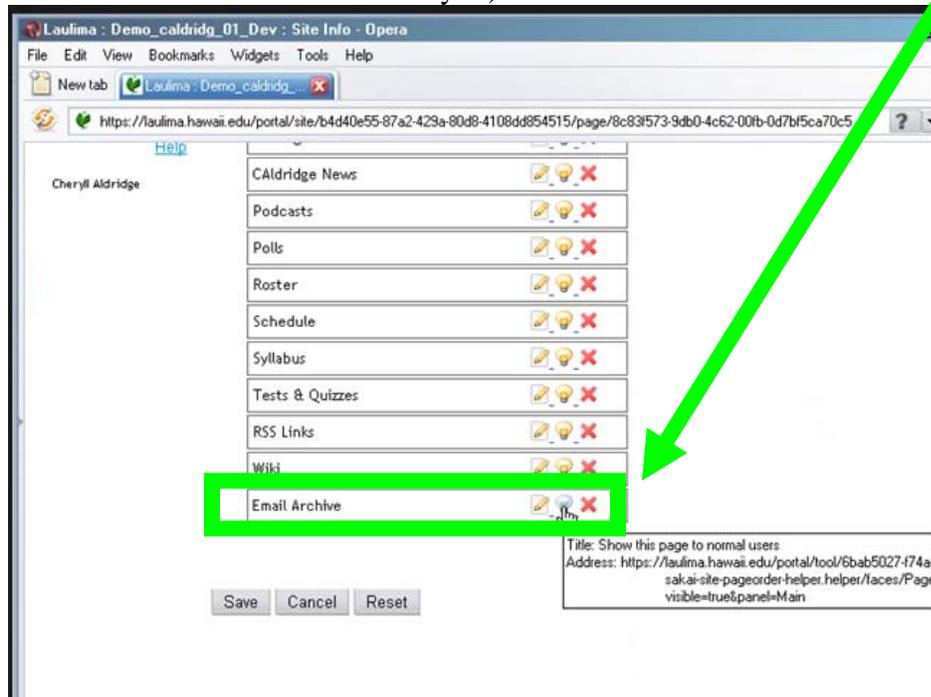
11. To change the permissions, click “permissions”.



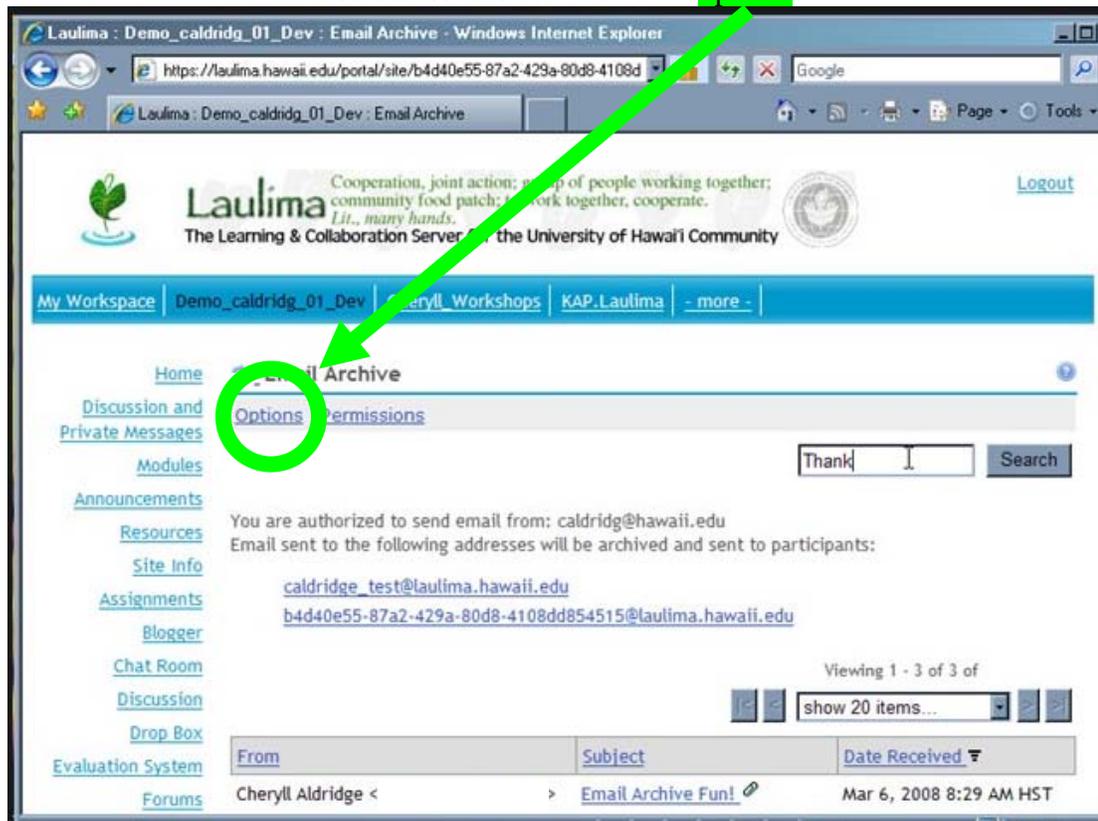
12. Under permissions, you can change **who is allowed to read and write messages**. Make sure that **Instructor has full permissions** and **students have at least “read” permissions**. If you would like **students to be able to send emails to the email archive** (the mailing list) **you need to check “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.



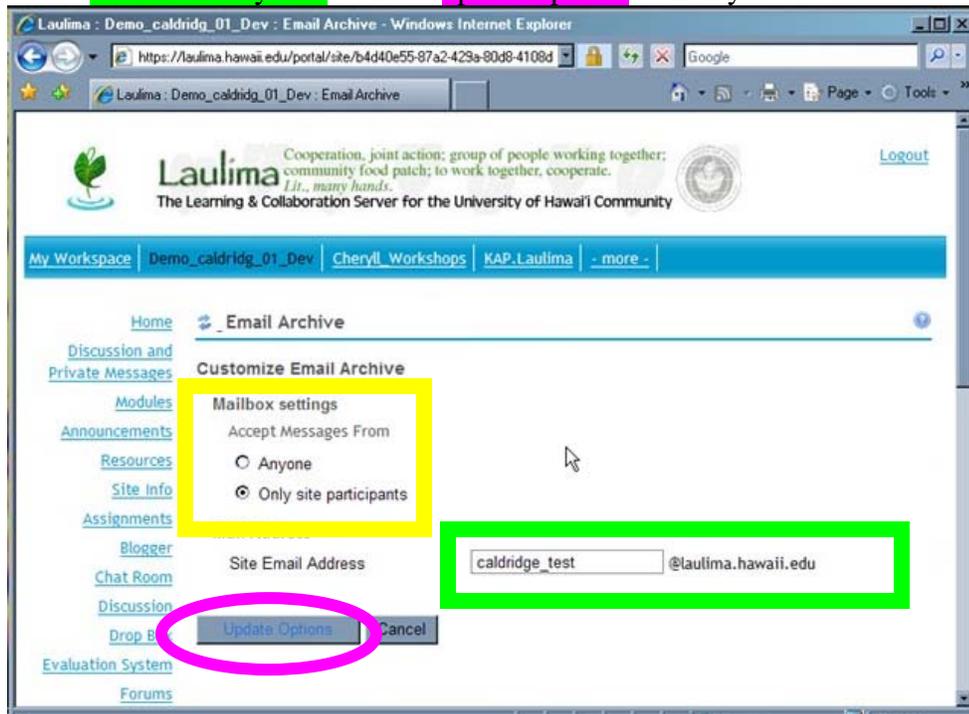
13. This screen is the Site Info->Page Order tool. Make sure the **light bulb is OFF** if you do not want “normal users” to see the email archive. (Do both, hide it here which hides the link to Email Archive for normal users and uncheck “read” in permissions to be completely sure the messages will remain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



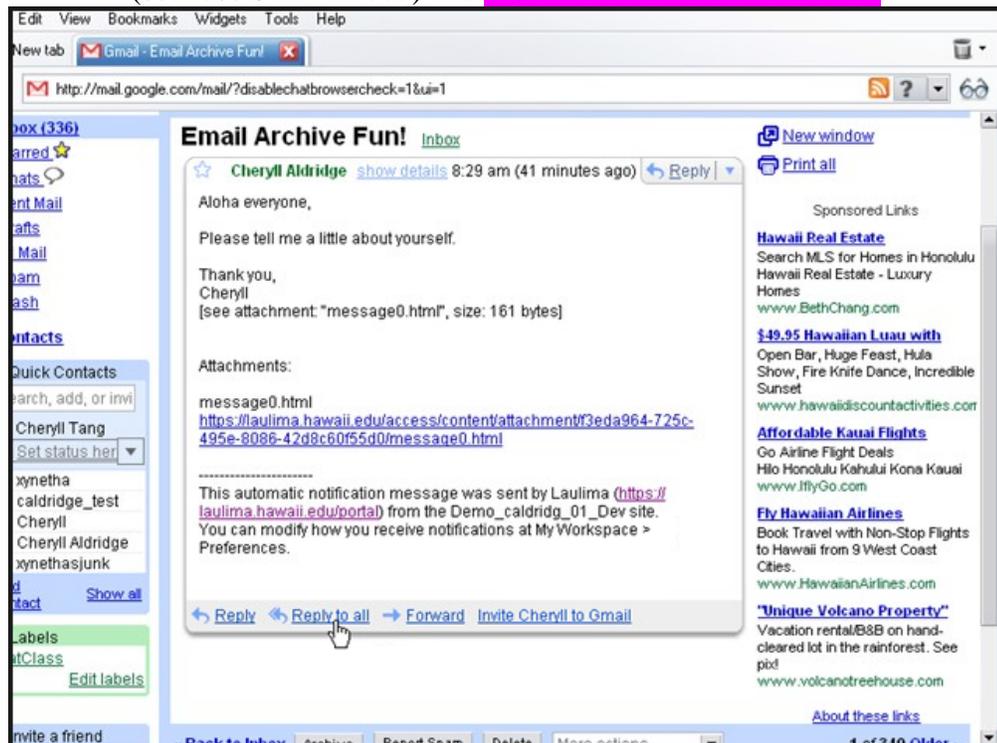
14. You can set the email archive **options**.



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.



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.

