

# Communication Tool Overview

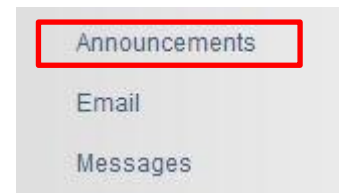
## Announcements

A one-way communication tool – from instructor to students.

Added automatically to all HuskyCT sites, but can be removed.

When an instructor creates an announcement in their HuskyCT site, it gets posted in the tool, a notification appears under the course title on the My Courses page, and a copy of the announcement is sent to each student's university email address.

No attachment option but possible to link to content on site.



## Email

A two-way communication tool that uses the university's official "@uconn.edu" mail addresses for both students and instructors.

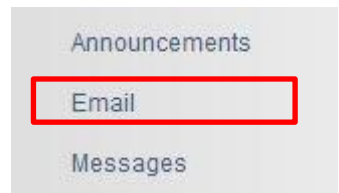
Instructors can use this tool by going to "Course Tools" and "Send Email". Emails can be sent to others enrolled on the site, either to individuals or to groups.

Responses to emails sent using this tool will go to the original sender's uconn.edu email address.

To give students the ability to use this tool, it must be added to the left-hand navigation menu.

Multiple file attachments can be added.

**Please note:** No record of mail sent using this Email tool is kept within HuskyCT.



## Messages

A two-way communication tool that uses the HuskyCT system's internal mail function.

Adding the messages tool will enable you to send mail messages to other members enrolled on the course site, but those messages remain in the Messages mail tool. Users see an Inbox and a Sent box when they access the Messages tool to view or send messages, but they must be logged into HuskyCT to do so.

Only 1 file can be attached.

