

Laulima Tutorial – Sending Email

Quick Access Links:

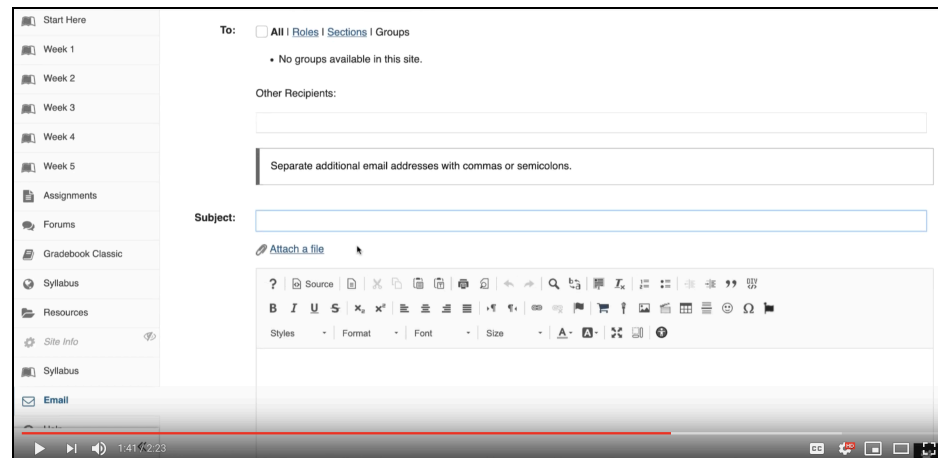
[Technical Requirements for Laulima](#)

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Technical Requirements for Laulima

1. Before using Laulima, please make sure to check the [technical requirements](#).

Sending Email via the Email Tool in Laulima



[Screencast Video \(2:23\)](#)

1. Log into Laulima (<https://laulima.hawaii.edu>) and go to your course site. If you do not already have the Email tool added to the course, you can do so via **Site Info > Manage Tools**, choose **Email** tool and then select **Continue**. Review all the Tools that you have chosen and select **Finish** in the next window.



2. Go to **Email** in the left-hand menu



3. Select the message recipients. You can send the email to:

- a. All - everyone on this site.
- b. Roles - a list of roles within the site, including Instructor, Student, and Teaching Assistant.
- c. Sections - a list of existing sections within the site.
- d. Groups - a list of existing groups within the site.
- e. You may also add other recipients who are not enrolled in the course.

A screenshot of the email recipient selection interface. It shows a "From:" field with a blurred background and four red circles labeled "a.", "b.", "c.", and "d." overlaid on it. Below this is a "To:" field with a radio button next to the word "All", followed by links for "Roles", "Sections", and "Groups". At the bottom, there is a red circle labeled "e." next to the link "Add Other Recipients".

4. Enter a **Subject** line.

A form element for the subject line. It consists of a red-outlined box containing the word "Subject:" in bold, followed by a wide, empty text input field.

5. (Optional) Add an attachment in the message:

- a. Select **Attach a file**



- b. Select **Browse**

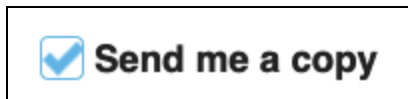




- c. Choose your file and select **Open**.
- d. You can only attach one file at a time. To attach more files, select **Attach another file**.



- 6. Enter the message body text.
- 7. Important: Select **Send me a copy** to receive a copy of your message.



- 8. Review your message and attachments, and then select **Send Mail**. The message will be sent using your external email address as specified for your user account in the system and the replies will go to your **Google@UH Gmail** account.

