Emailing through NU Online

The NU Online email tool allows you to email students, instructors, or groups in your course. Note that the email will be sent to the email address specified under Personal Information for each user and will not be stored in NU Online. To view the email from your course, check the email address you are using for your personal information in NU Online (the default is your NEU email address).

From the NU Online Campus tab, click on “Send Email” in the Tools panel.

Select the course.
Select the user or group.

Complete the information and click “Submit”.

1. Email Information
   - To
   - From
   - Subject
   - Message

A copy of this email will be sent to the sender.

Attachments
   - Attach a file

2. Submit
Note: Tools are also located in each of your courses: