


SPRINGBOARD

Email

1. Students can only send (NOT receive) email to their instructor and classmates in Springboard!. You must access incoming email from your University of Akron (**uanetid@uakron.edu**) email account.
2. It is recommended that you create folders within your mail program to assist with keeping your email organized. If you are using WebMail to access your uanet mail you can refer to the manual located at:
<http://www.uakron.edu/its/learning/training/StudentMail.php#WebMail> for assistance. For other mail programs, refer to their specific online Help reference for assistance with creating folders.

Sending an Email Message within Springboard!:

1. Click the **Email** link.
2. Click the  **Address Book** link.
3. Check the box next to the classmate's name or instructor's name of whom you would like to send the message.
4. Click the **TO** link up above the list of names. Do NOT check the box.
5. Click the **ADD RECIPIENTS** button at the bottom right. The window will close. Email addresses for those individuals will now show in the **TO** field.
6. Type in a subject and a message.
7. Click **Browse** to attach a file, if desired.
8. Click **Send**.

Remember: You must log in to your University of Akron email account in order to receive your incoming mail from your Springboard! course(s).