

- Be sure to check **Save** at the bottom of this window.
 - Now select the "My Tool Options" tab.
 - Scroll down to Mail and check "Forward all mail messages to the e-mail address in my profile."
 - Again remember to check **Save** at the bottom of this window.
 - Select the My QCC tab at the top left to return to your Course list.
 - Your forwarded messages will say "**DO_NOT_REPLY@umassonline.net**" in the *From* field, reminding you that **you can only reply to the message by logging in to the Blackboard classroom.**
2. How do I find a classmate's address (complete the "To" field)?
- Select **Browse for Recipients**, check the **To** box next to the name(s) and then check **Save** at the bottom of the list.
3. How do I save work if I'm interrupted (save a draft)?
- Select Save as Draft at the bottom of the message window.
 - Later select the Drafts folder and your message to complete and send it.
4. How do I spell check my message?
- Click on any word underlined with a wavy red line for suggestions.
 - Or click the spell checker icon.
5. How do I create a link to a web site in an email message?
- It's best to have two browser windows open (or two tabs).
 - At the site you want to link, highlight and copy the URL from the browser address box.]
 - In the message window (with HTML creator enabled), place the cursor where you want the link to appear.
 - Click the chain icon to open the Insert link dialog box.
 - In the dialog box, paste (keyboard CTRL+V) the URL in the URL box.
 - Type the words that identify the link in the Link Text box.
 - Click OK and the link should appear.
6. Does the software keep copies of my messages?
- Find copies of your messages in the Sent Mail box in the folder list.
 - The default order is reverse chronological; messages can also be arranged by subject or sender.
7. How do I send an attachment?
- Java must be working for this to work. (Access the Check Browser at the top right of the My QCC page.)
 - Select the **Add Attachments** box at the bottom of the message window.
 - You'll see a **Get Files** dialog box with a list of icons to choose on the left side.
 - Select **My Computer** at the bottom.
 - This should open a window showing files on your local machine.
 - At the top of this window you need to select the folder and then the file you want to attach.
 - After selecting the file, click *Open* at the bottom of the dialog box (or just double click the file).
 - Wait a moment and you'll see the file you selected listed as an attachment at the bottom of the email message window.