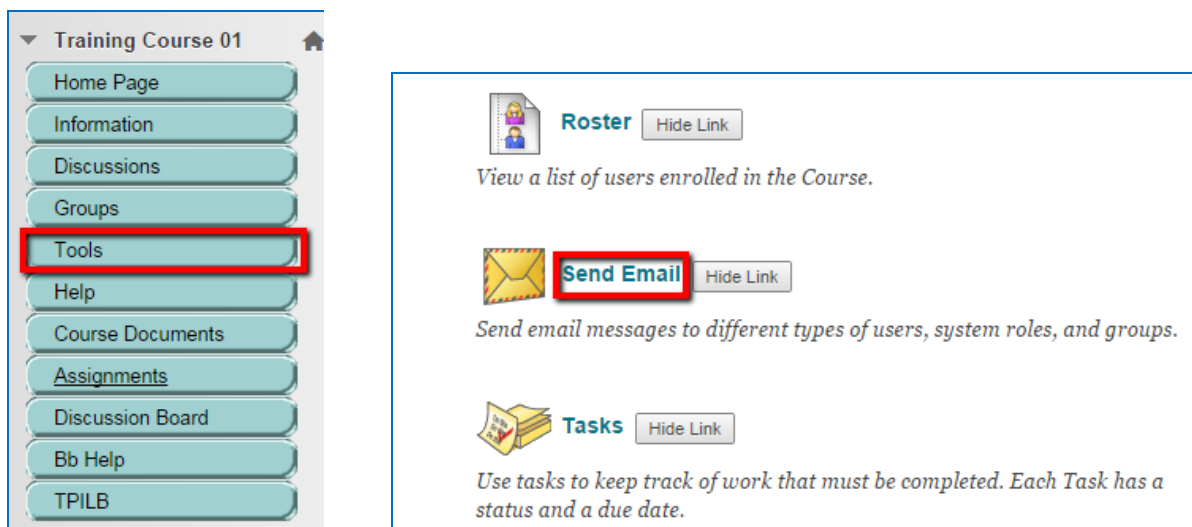


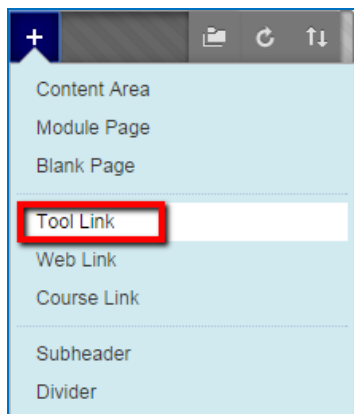
## Making Email Available to Students

If the Send Email tool is available to the course, you can make it available to students. The process is similar to making any tool available: Add a Tool Link to the Course Menu.

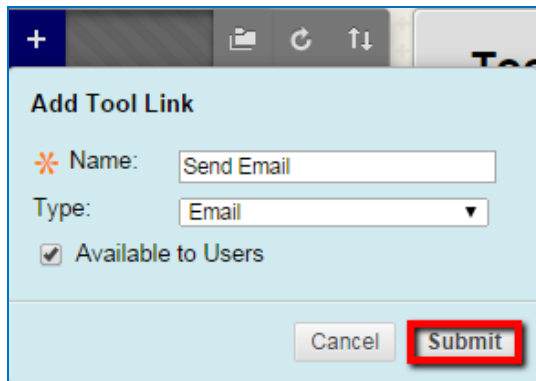
If the Course Menu features a link to the Tools Area, students may click that, and then click **Send Email** or any of the other available links.



Otherwise, point to the **Add Menu Item** (+) button above the Course Menu, and select Tool Link.



In the dialog box, type a meaningful name for the link, select **Email** from the Type drop-down list, make the link Available to Users, and click **Submit**.



The link appears at the bottom of the Course Menu; you may drag it up to a new location.

