

Accessing Instructor Notifications: MoodleMail, MoodleMessage, Latest Announcements, LCU email account

The following screenshots show each of these from a Windows Desktop/Laptop. Depending on your device, the view may look different, but you will still receive all of these types of notification.

There are multiple methods for receiving an instructor notification:

- 1 Moodle Mail
- 2 Moodle Message
- 3 Latest Announcements
- 4 Email through your LCU email account

You must check each of these locations in order to stay current with your instructor notifications

The screenshot shows the Moodle course interface with a 'Mail' menu (1), a 'Messages' list (2), and a 'LATEST ANNOUNCEMENTS' sidebar (3). A red box highlights the text above. The 'Mail' menu includes options like Inbox, Starred, Drafts, Sent, Trash, and various sandboxes. The 'Messages' list shows several messages with preview text. The 'LATEST ANNOUNCEMENTS' sidebar lists recent updates and reminders.

Moodle Mail

Click on MoodleMail Inbox on Moodle course page and this screen will open up

Click on message to view

Dashboard / Mail / Inbox

Labels Delete More Search

PSY: 01-FA0118 Exam 2 posting

27 September

Display 5 | 10 | 20 | 50 | 100 messages

The screenshot shows the Moodle Mail inbox interface. A red box highlights the text above. The interface includes a search bar, a list of messages, and a 'Send' button at the bottom right.

Clicking on the message opens this

- 1 Message Box
- 2 The name of the current message sender will be shown, as well as, the time and date
- 3 You may read the new message or read any previous messages
- 4 You may also respond by writing a message and then selecting Send
- 5 Send

Messages

Search messages

Also for those taking the f...

This message applies to t...

Great

Upcoming Honors Events ...

Intro to PR students, I just...

Hello Class, I just posted t...

Latin Students: Moodle is ...

Write a message...

Send

The screenshot shows the Moodle Messages view. A red box highlights the text above. The interface includes a search bar, a list of messages, and a 'Send' button at the bottom right. The main message content is visible, including the sender's name and the time and date.

LCU email in Outlook

- Instructors may create an email in the course that will also be available in your **LCU email address**
- The return address indicates that the email was created from **LCU MoodleMail**
- In order to reply to the email, you must select reply at the bottom of the email.
- Do not use the The Outlook reply button. It **will not** return to the instructor

Change your forum digest preferences **X** Not Recommended: Do not change preferences. This could result in you missing important information

When accessing your LCU email account in Outlook, you should check the following:

- Inbox
- Junk Email
- Clutter Folder You may or may not have one if you have Focused/Other enabled
- Focused/Other Tabs You may or may not have this enabled - this is a user setting, not an LCU setting

Clutter will be in this area, below any folders you have created if you have this enabled

This email does not have a Clutter folder because it has a Focused/Other tab enabled

Kerry,
I am sending an attachment for students to use as a resource showing how to access their MoodleMail, Moodle Message, Latest Announcements, and LCU email notifications

Jeanna Morton