My Message:-

This module is similar to my mail module. Here, you can create a mail, receive mail, see the history of mail already sent.

How to create a mail: -

Click on compose mail, then with the help of button select to whom you want to send the mail (to teaching staff, role based or another student)

If you want to send mail to a teaching staff, click on teaching staff option and then click on show list.

It will show all the valid name of teaching faculty than choose your faculty and press select user button.

Or

If you want to send mail to another student than click on student option and then select the course of the student in which he/she is, then select their semester, select division (if any and if that department do not have division than select A) and at last click on show list .

Select the students name and then click on select user

Or

If you want to send mail to any other person of the institute then select role based option and then select their role and then select their user type and then click on select user button

Add cc (if required in the same manner as above)

Add subject the one liner statement to tell the receiver why you have sent them the email.

Then add content

Then click on send button to send the mail

Inbox: -

It Is a place where you can see all the mails you have received from another person.

Outbox:-

It is a place where you can see all the messages you have sent till now in the past.