# Manage Email Messages

## Read an Email Message

To display messages related to a specific course, first enter the course, then from the Communication group, select Email. When reading email, unread messages appear in bold. To read a message, click the subject link of the message. The message opens in either a preview pane or new window, depending on your settings.

Watch the video below to learn to read email and view recipient activity.

## Mark an Email Message as Read

* Select the check box next to the message or messages you want to mark as read.
* Click the Mark as Read icon at the top of the message list.
NOTE: To mark a message as unread, open the message. From the More Actions menu, select Mark Unread in the Message Preview pane.

## Reply To or Forward an Email Message

* From the Message List page, select the message you want to reply to or forward by clicking on the message's subject link.
* Click the Reply, Reply All, or Forward icon.
* Enter the recipients' names in the To, CC, and Bcc fields, or use the Address Book. For reply and reply all the recipients are automatically populated, but you can add additional recipients if desired.
* Add any additional content, including attachments, to the message.
* Click on Send or Save as Draft to send the message at a later time.

## Delete Email Messages

It is recommended that you not delete student email messages. Preserving email provides documentation for students and faculty when the need arises.