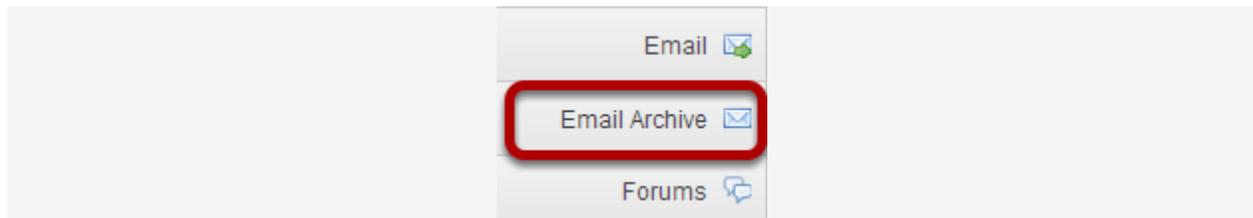


What is the Email Archive tool?

The Email Archive tool allows site managers to specify an alias email address which essentially serves as a listserv for the site. By default, email you send to the site email address is copied to the email addresses of all site participants and owners. All email messages sent to your site's email address are stored in the Email Archive. You can use any email program to send mail to the email address listed at the top of your Email Archive page.

Site members can use [Preferences](#) in My Workspace to choose how often they want to receive email sent to the site's email address: either as it is sent, or in digest mode, with all posts for the day sent in a single email message.

To access this tool, select Email Archive from the Tool Menu in your site.

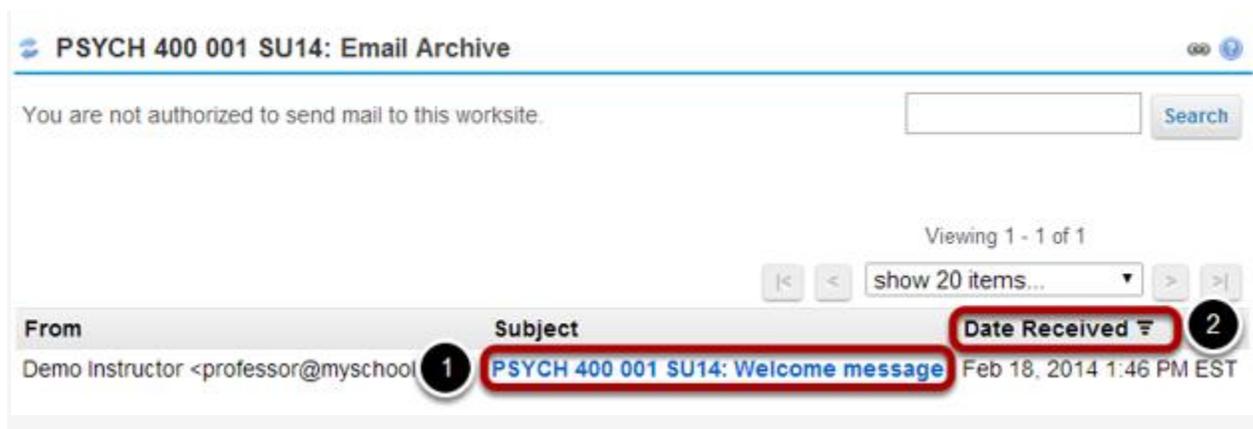


How do I view archived messages?

Go to Email Archive.

Select the **Email Archive** tool from the Tool Menu in your site.

Viewing Email Archive messages.



All of the messages that have been sent to the course Email Archive will be displayed.

1. Click on a message subject to view the message content.
2. Clicking a column header (From, Subject, or Date Received) will sort the email messages by that header. Click the header again to reverse the order.