

# SacCT

## Download Course Message/Send Email Content

### HOW TO GUIDE

CALIFORNIA STATE UNIVERSITY, SACRAMENTO

#### DOWNLOAD COURSE MESSAGE/SEND EMAIL CONTENT

Some faculty will use the Course Messages feature in SacCT or the Send Email feature to have their students submit course assignments. In this handout we explain how to save individual course messages and attachments from SacCT and how to locate messages sent via Send Email feature to your SacLink Email.

#### Download Course Messages

Please note that there is no batch download of course messages available. You will need to click through each message you have received and download documents attached for each individually and/or print the message to PDF to save to your computer.

To get started:

- step 1.* Log in to SacCT through [My Sac State](#) or the [SacCT Login page](#) and click on your Course's name link.
- step 2.* Once you are in your course, locate the Course Menu on left side of page.
- step 3.* If you have a link to **Course Messages**, click on that. If not click on the **Tools** link.
- step 4.* From the Tools page click on the **Course Messages** link.

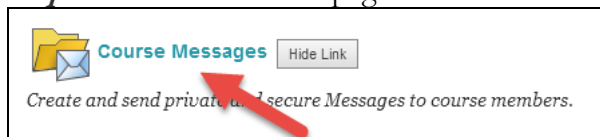


Figure 1: Screenshot of Course Messages link on Tools page.

- step 5.* The Course Messages page displays.
- step 6.* Click on the **Inbox link**. Any messages you have received will be listed.
- step 7.* To open a message click on the **Subject Link**.

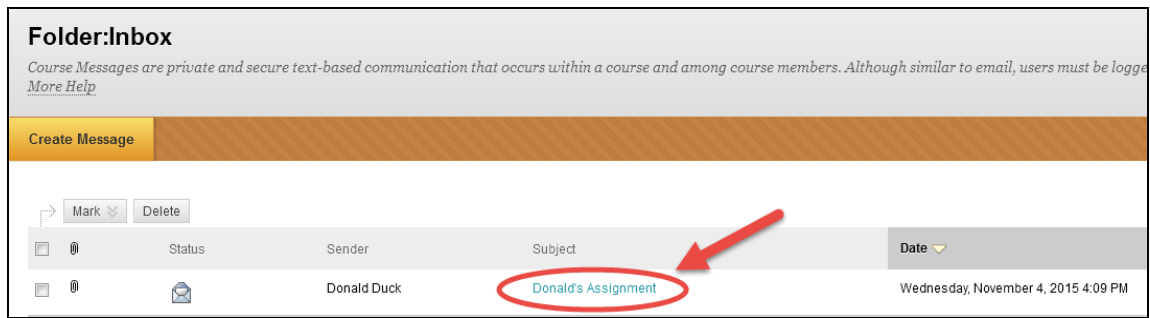


Figure 2: Screenshot of Inbox listing course messages from students.

**step 8.** The View Message page displays the message with header information and body text if available.

**step 9.** If attachments are available they will display in the message header next to the word Attachments. Click on the Attachments Link to download the file to your computer.

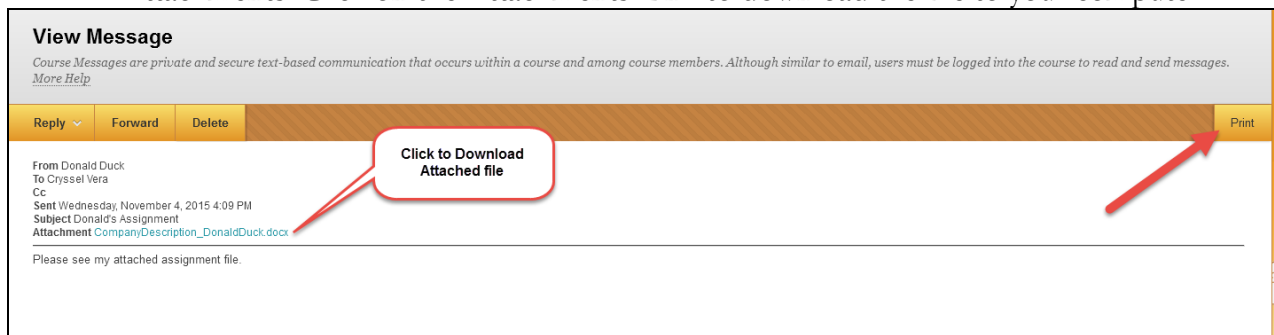


Figure 3: Screenshot of View Message page displaying course message information/attachments.

**step 10.** To save the message text, click the **Print** button.

**step 11.** A print prompt will display. From the Printer dropdown area, choose **Adobe PDF**.

**step 12.** You will be prompted to specify a save location. Select location and click the **Save** button.

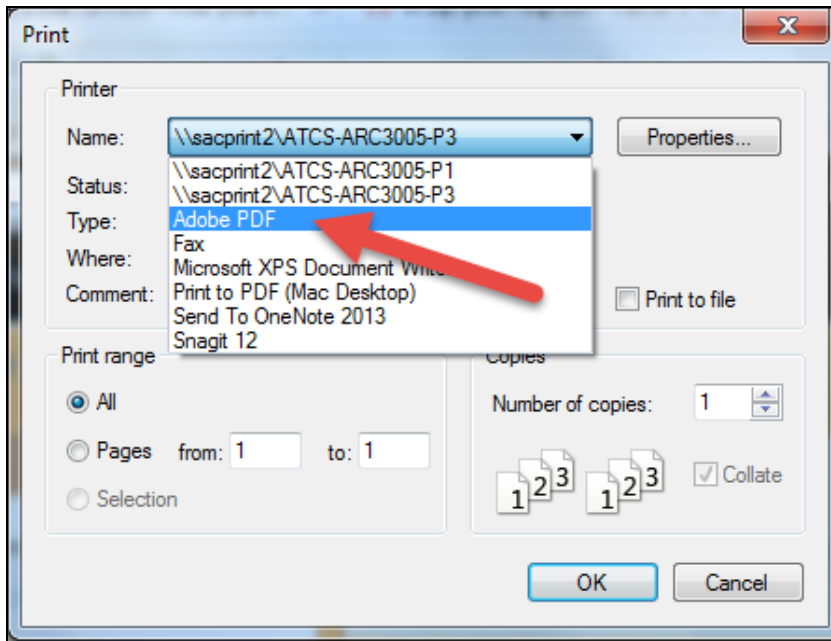


Figure 4: Screenshot of Print dialog box with Adobe PDF option selected.

*step 13.* The view message page will save as a PDF. Open in Adobe Reader or Adobe Acrobat.

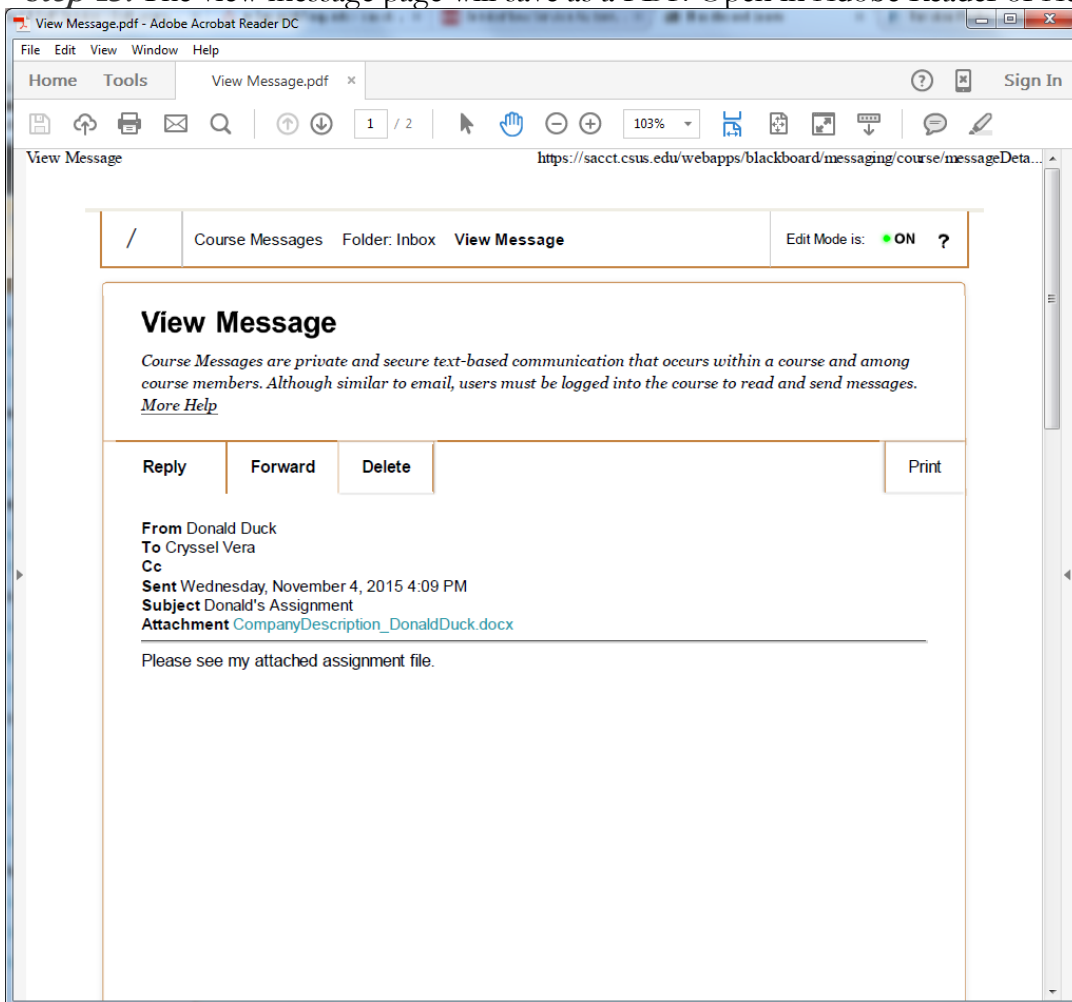


Figure 5: Screenshot of PDF version of course message.

## Accessing Messages sent with Send Email

If your students are using the Send Email feature to email you their assignments, those messages are sent to your SacLink Email and unlike course messages (as the ones described above) do not live inside SacCT. You can use the search bar inside outlook to locate messages by name or other criteria. To get to your email:

**step 1.** Log in to your My Sac State account by going to: <https://my.csus.edu>

**step 2.** Once logged in , locate the Saclink E-Mail box on page and click on the Inbox link.

**step 3.** A new browser tab/window will open displaying your Saclink email.

**step 4.** At the top of the email page locate the search filed and type your search criteria.

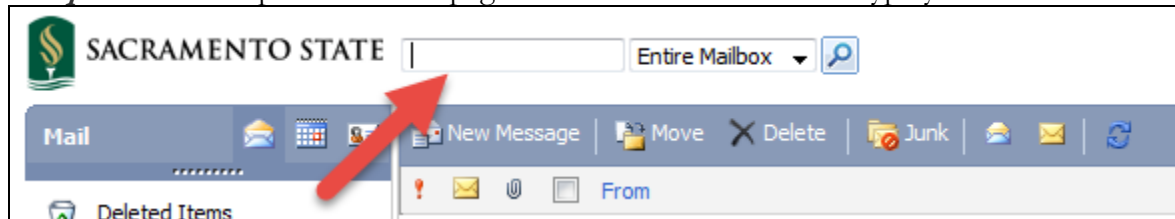


Figure 6: Screenshot of search field in SacLink Outlook Web Access email page.

Alternately you can get to your SacLink email by going to the Outlook Web Access version of your email at <https://webmail.saclink.csus.edu/> and log in with your Sac State username and Password.