Having problems emailing through FLO?
Below is an example of how to do this through FLO, using one of my current topics – EDSP9044 – as an example – Go to the home page for the topic as shown below:

Click on the Mail tool on the left and you will get the following screen: I have displayed the Sent Mail folder so that there is not a list of my mail there – you will normally go to your Inbox.

Now click on the Create Message button and you will get a screen similar to that on the next page:
Click on the *Browse for Recipients* button and you get a screen that shows a list of people involved in the topic and some technical support features.

Note that if you scroll down this screen when on FLO it will only show the first 10/20 people so you need to scroll to the bottom of the page and select *All* in the box to the bottom right of the screen and then click on the green right arrow – this will give you the total list, as I will not be on the first page for all students. [The number of people in a list can easily be expanded by clicking on ‘My Settings’ at the top right hand corner of the page on FLO that shows the topics in which you are enrolled].
Once you find my address, or another student's who you are wishing to contact directly, click in the adjacent box, then scroll to the bottom of the screen and click on **Save**

You will then get a screen that looks like the one on the next page:

**Do not type in my email address in the “To” box**, just leave it as it is
Since I first developed this document I have realised that there is an even quicker way to email another person on FLO and that is, instead of going to the ‘Select Recipients’ list, to just type in the name of the person to whom the email is addressed in the ‘To’ box with the usual spelling (so for me this would be Brian Matthews).

Note that you do not put the @flinders.edu.au into the address as FLO does not need this and you will get an error message if you put this in the To box. Note also that you spell the name as it is normally spelled and it is handy to check the recipient list to make sure of this.

I hope this information is helpful
Brian Matthews Revised 7/7/08