

# Teate koostamine ja saatmine - Composing and sending messages

- Teate koostamine
- Teate saatmine

- Composing messages
- Sending messages

## Teate koostamine

Uue teate koostamiseks vajutage **Teated** moodulis nupule **Koosta** (vt joonis).



Avaneb teate koostamise vorm.

Saaja lisamiseks vormile klõpsake rea lõpus olevale + märgile (vt joonis).

A screenshot of a 'Uus teade' (New message) form. It has fields for 'Saaja' (Recipient) and 'Teoste tähis' (Subject). Below these is a large text area for 'Content'. At the top right of the text area, there is a red-bordered '+' sign. At the bottom, there are buttons for 'Saada ka e-kliit' (Send via e-client), 'Tühista' (Clear), and 'Saada' (Send).

## Composing messages

For composing a new message, click the **Compose** button in the **Messages** module (see Figure).

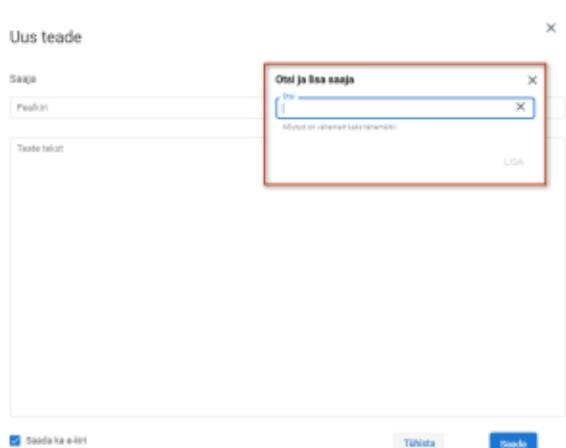


The message composing form opens.

To add a receiver to the form, click the + sign at the end of the line (see Figure).

A screenshot of a 'New message' form. It has fields for 'Receiver' and 'Subject'. Below these is a large text area for 'Content'. At the top right of the text area, there is a red-bordered '+' sign. At the bottom, there are buttons for 'Send also an e-mail' (checkbox), 'Cancel', and 'Send'.

Avaneb saaja otsingu/lisamise vorm (vt joonis).



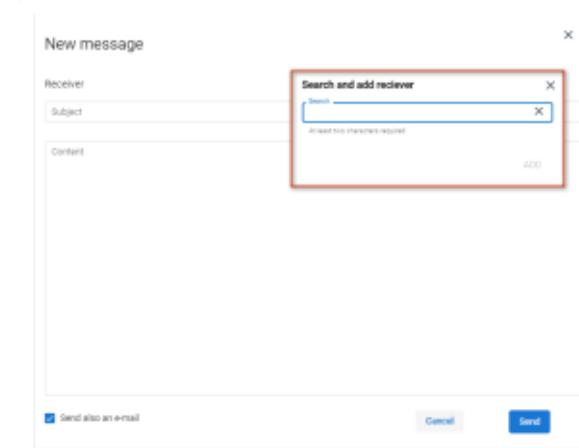
Alustage saaja nime sisestamist otsinguväljale.

- Õppija saab teate saajaks lisada Tartu Ülikooli töölepinguga või õppeülesande täitja suhtega isikuid.
- Töötajad saavad teate saajaks valida Tartu Ülikooli töölepinguga või õppeülesande täitja suhtega isikuid ja õppijaid.

Otsing rakendub, kui olete sisestanud vähemalt kolm tähemärki. Peale sobiva addresaadi leidmist vajutage tema nimele ning seejärel nupule **Lisa** (vt joonis).



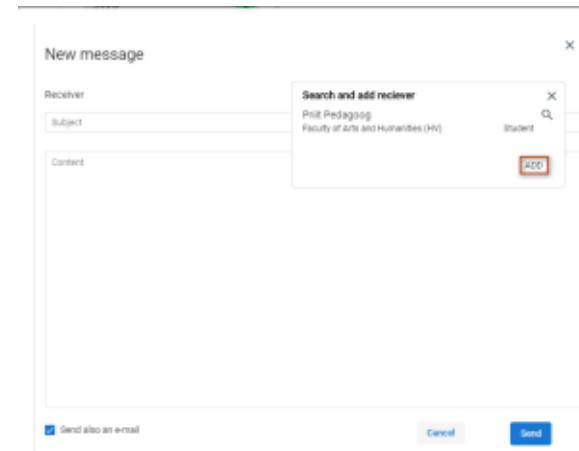
The Search and add receiver form opens (see Figure).



Start entering the recipient's name in the search field.

- The student can add persons with an employment contract of the University of Tartu or a relationship with the person performing the study task as recipients.
- Employees can choose persons and students with an employment contract of the University of Tartu or a relationship with the person performing the study task as the recipient.

The search activates when you have entered at least two characters. After finding the addressee, click the name and, thereafter, the button **Add** (see Figure).

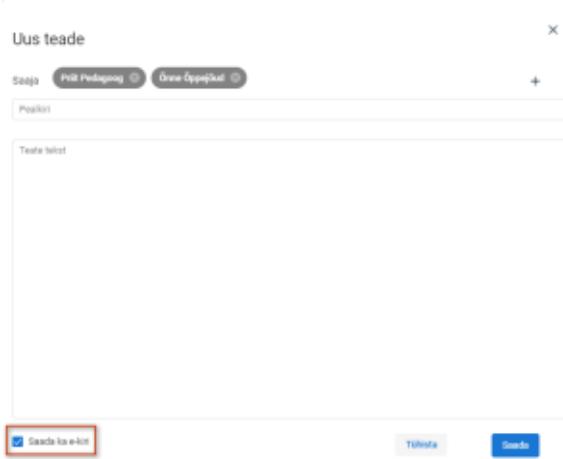




Saajaid on võimalik lisada vaid ühekaupa. Kui addresaate on rohkem kui üks, tuleb iga järgneva lisamiseks korrrata teate saaja lisamise tegvust.

Sisestage teate pealkiri ja sisu.

- Teade saadetakse saajateks valitud isikute ŌISi teadete postkasti.
- Märkeruut **Saada ka e-kiri** on vaikimisi täidetud (vt joonis). Teade saadetakse sellisel juhul ka valitud isikute kontaktandmetes olevatele e-posti aadressidele. Kui märkeruut tühjendada, siis saadetakse teade ainult ŌISi teadete postkasti ja e-kirja ei saadeta.



E-kirja saab addresaat teate saatja ülikooli e-posti aadressilt (selle puudumisel teate saatja ŌISi kontaktides olevalt e-posti aadressilt). Saabunud kirjale vastates ei saadeta teadet ŌISi teadete süsteemi, vaid teate saaja vastavale e-posti aadressile.

## Teate saatmine

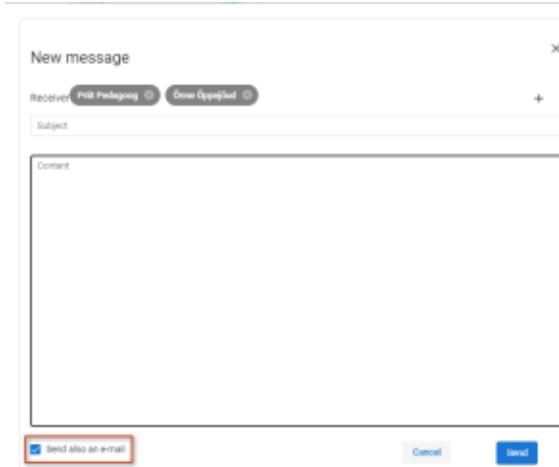
Teate saatmiseks vajutage teate koostamise vormil nupule **Saada** (vt joonisel p 1). Teate koostamisest /saatmisest loobumiseks, vajutage nupule **Tühista** (vt joonisel p 2).



Receivers can be added only individually. If there are more addressees than one, the Add receiver procedure must be repeated for adding each following one.

Enter the subject of the message and its content.

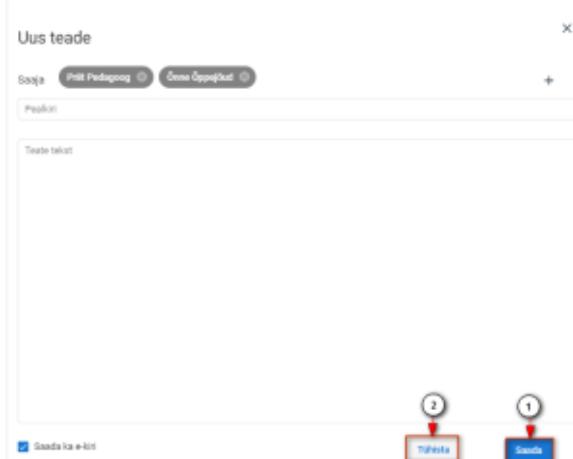
- The message will be sent to the mailbox of SIS messages of the persons who have been selected as receivers.
- The **Send also an e-mail** check box is filled in by default (see figure). In this case, the message will also be sent to the e-mail addresses of the selected persons. If you clear the check box, the message will only be sent to the SIS messages and the e-mail will not be sent.



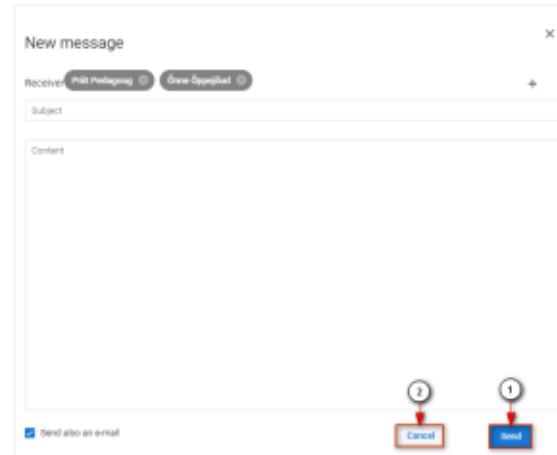
The addressee will receive the e-mail from the sender's university e-mail address (if this is missing, from the e-mail address in the sender's SIS contacts). When replying to the e-mail, the message is not sent to SIS messages but to the receiver's e-mail address.

## Sending messages

To send the message, click the **Send** button in the message composing form (see Figure p 1). To cancel composing/sending the message, click the button **Cancel** (see Figure p 2).



Saadetud teateid näete kaustas **Saadetud**, lugege täpsemalt peatükist "Saadetud teadete vaatamine - Viewing sent messages".



You can see the sent messages in the folder **Sent**; read more in the chapter "Viewing sent messages".