

Teate koostamine ja saatmine - Composing and sending messages

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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 form titled 'Uus teade'. It has a 'Saaja' field with a '+' button next to it. Below is a large text area for 'Teade tekst'. At the bottom, there is a checkbox 'Saada ka e-kiri' and buttons 'Tühista' and 'Saada'.

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 form titled 'New message'. It has a 'Receiver' field with a '+' button next to it. Below is a large text area for 'Content'. At the bottom, there is a checkbox 'Send also an e-mail' and buttons 'Cancel' and 'Send'.

Avaneb saaja otsingu/lisamise vorm (vt joonis).

The screenshot shows the 'Uus teade' (New message) form. The 'Saaja' (Recipient) field is highlighted. A dialog box titled 'Otsi ja lisa saaja' (Search and add recipient) is open, showing a search input field with a red border. Below the input field, it says 'Mõeldud on vähemalt kahe tähe sissepanemine' (Intended for at least two characters). The 'LISA' (Add) button is visible at the bottom right of the dialog box.

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 adressaadi leidmist vajutage tema nimele ning seejärel nupule **Lisa** (vt joonis).

The screenshot shows the 'Uus teade' (New message) form. The 'Saaja' (Recipient) field is highlighted. A dialog box titled 'Otsi ja lisa saaja' (Search and add recipient) is open, showing search results for 'Põit Pedagoog' (Pedagogue) and 'humanitaarvaldkond (HV)' (Faculty of Arts and Humanities). The 'LISA' (Add) button is highlighted with a red border.

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

The screenshot shows the 'New message' form. The 'Receiver' field is highlighted. A dialog box titled 'Search and add receiver' is open, showing a search input field with a red border. Below the input field, it says 'At least two characters required'. The 'ADD' button is visible at the bottom right of the dialog box.

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).

The screenshot shows the 'New message' form. The 'Receiver' field is highlighted. A dialog box titled 'Search and add receiver' is open, showing search results for 'Põit Pedagoog' (Pedagogue) and 'Faculty of Arts and Humanities (HV)'. The 'ADD' button is highlighted with a red border.

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

Sisestage teate pealkiri ja sisu.

- Teade saadetakse saajateks valitud isikute ÕISI 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 ÕISI teadete postkasti ja e-kirja ei saadeta.

E-kirja saab adressaat teate saatja ülikooli e-posti aadressilt (selle puudumisel teate saatja ÕISI kontaktides olevalt e-posti aadressilt). Saabunud kirjale vastates ei saadeta teadet ÕISI 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).

i 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).


Uus teade


Saaja: **Prill Pedagoog**  **Õnne Õppesõlt** 

Pealkiri:

Teade tekst:



☒ Saada ka e-kiri

2  **Salvesta**

1  **Saada**

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


New message


Receiver: **Prill Pedagoog**  **Õnne Õppesõlt** 

Subject:

Content:

☒ Send also an email

2  **Cancel**

1  **Send**

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