

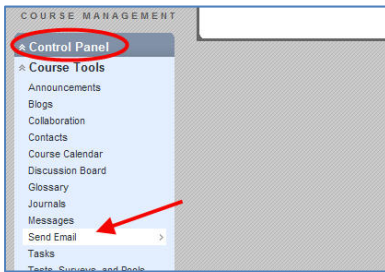
University of St. Thomas – Blackboard 9 Training

Sending Email

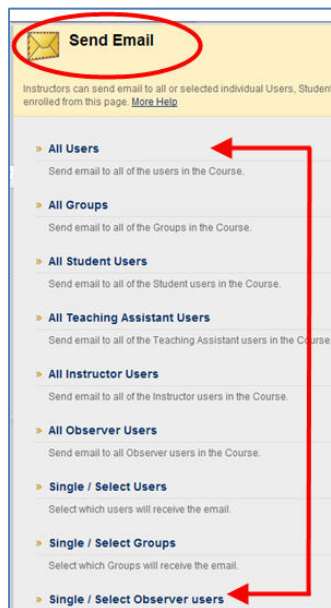
1. Log into Blackboard and select your course.



2. Click Send Email in the Course Tools of the Control Panel.



3. Select whether you wish to send email to all users, groups, teaching assistants, certain users, or certain groups by clicking on the appropriate hyperlink.



- Depending on which option you choose, you will receive a window in which you will enter Subject, Message, Select Recipients, as well as Attach a file to the Email.

Single / Select Users

* Indicates a required field.

1. Email Information

* To

Items to Select	Selected Items
Gaede, Neil Giles, Linda	Trenno, Elizabeth

Invert Selection Select All Invert Selection Select All

From → Linda Michelle Giles (gilesl@stthom.edu)

Subject → Test Chapter 1

Message

I have graded your Chapter 1 test. Please see comments I have sent to you.

A copy of this email will be sent to the sender.

Attachments [Attach a file](#)

- Click Submit.

Cancel **Submit**