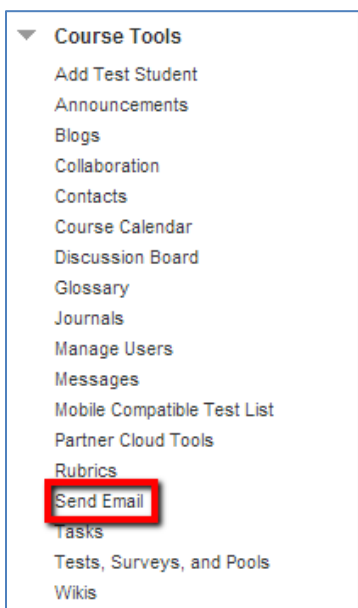


Sending Email

Send messages to anyone enrolled in a course—students, instructors, or assistants—from within Blackboard using the Send Email tool.

Note: This is different from the Messages tool, which communicates entirely within Blackboard. Furthermore, copies of email messages you send from Blackboard are sent to the Inbox of your Outlook or Webmail box.

1. Log into Blackboard, and select your course.
2. Click **Send Email** in the Course Tools section 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.

Send Email

Instructors can send email to all or selected individual Users, Instructors or Observers. From a Blackboard Learn course, member of the course.

All Users
Send email to all of the users in the Course.

All Groups
Send email to all of the Groups in the Course.

All Student Users
Send email to all of the Student users in the Course.

All Teaching Assistant Users
Send email to all of the Teaching Assistant users in the Course.

All Instructor Users
Send email to all of the Instructor users in the Course.

All Observer Users
Send email to all Observer users in the Course.

Single / Select Users
Select which users will receive the email.

- Depending on which option you choose, you will receive a window in which you will enter Subject, Message, Recipients, and optionally attach a file to the email.

EMAIL INFORMATION

To

Available to Select: Student, Test
Selected: Student, Test

From: David Collins (collindb@stthom.edu)

Subject: Midterm Retake

Message

You may take a second attempt at the Midterm in the Library at 3 pm Thursday, October 9.

Path: p Words:18

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

Attachments [Attach a file](#)

5. Click **Submit** to send the message.

