Blackboard 9.1 Email

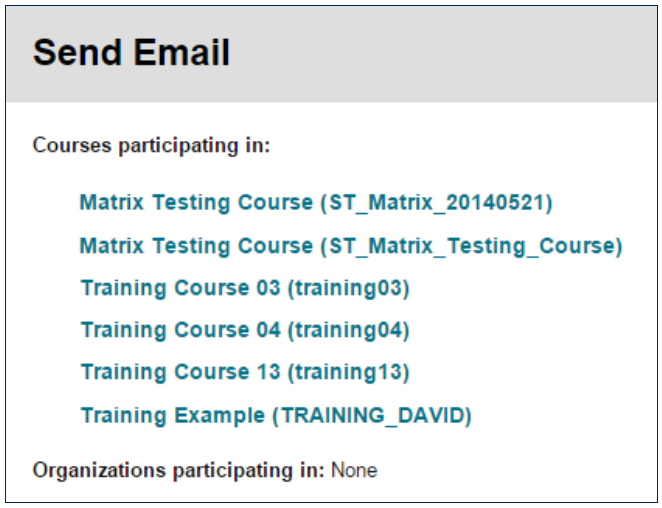
Blackboard provides links to the Send Email tool. The easiest such link to find appears in the Tools module, which is always available on the Blackboard Home Page. Instructors may also make links to the tool available in their courses.

Use Send Email to send messages to instructors' and classmates' email boxes. The messages may contain rich text, graphics, hyperlinks, Mashups, and attached files.

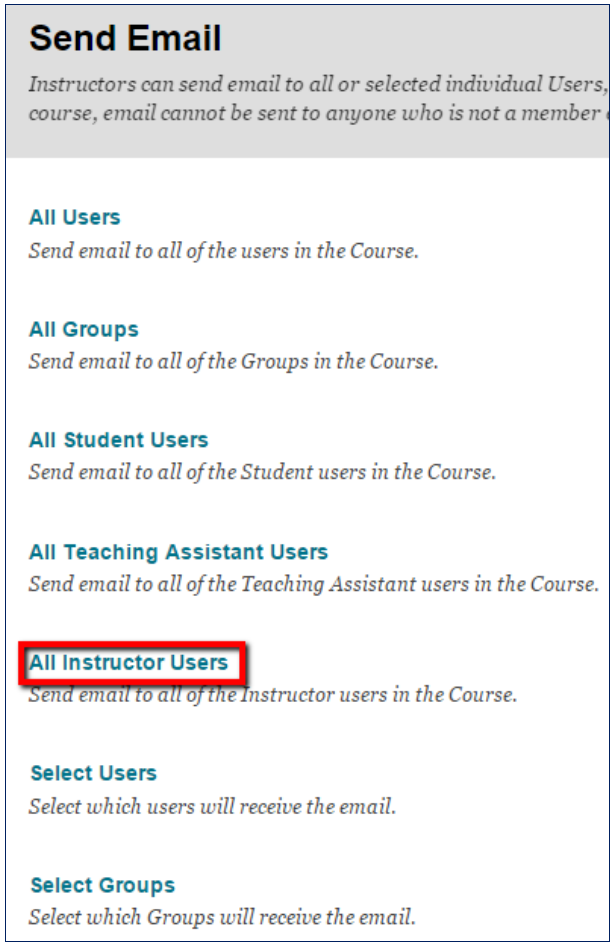
Sending Email from the Blackboard Home Page

1. In the Tools module of the UST Blackboard Home Page, click the **Send Email** link.

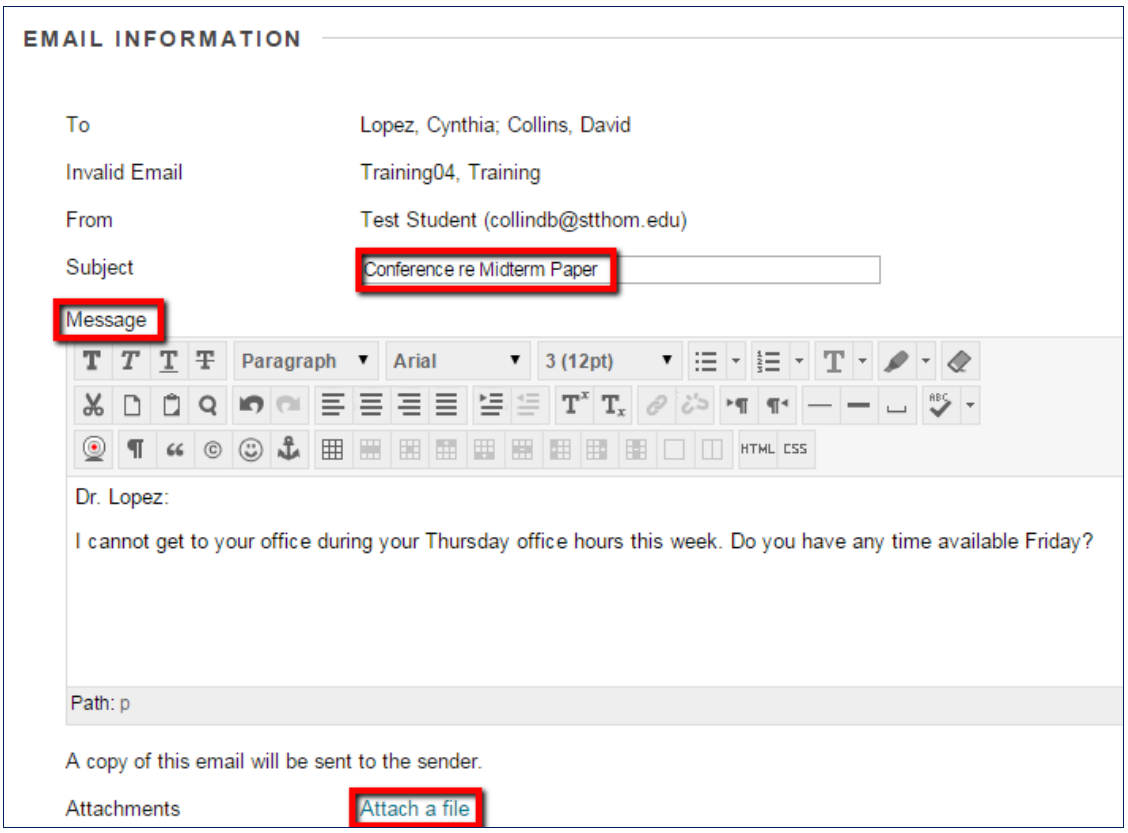
2. Click the name of the course in which you will find the appropriate recipients. This link will direct you to the Send Email page of the course itself.



3. On the course's Send Email page, choose the category of the recipient(s) of your message. For this example, we will click the **All Instructor Users** link.



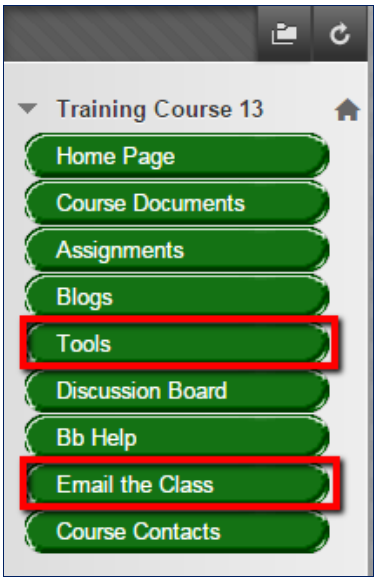
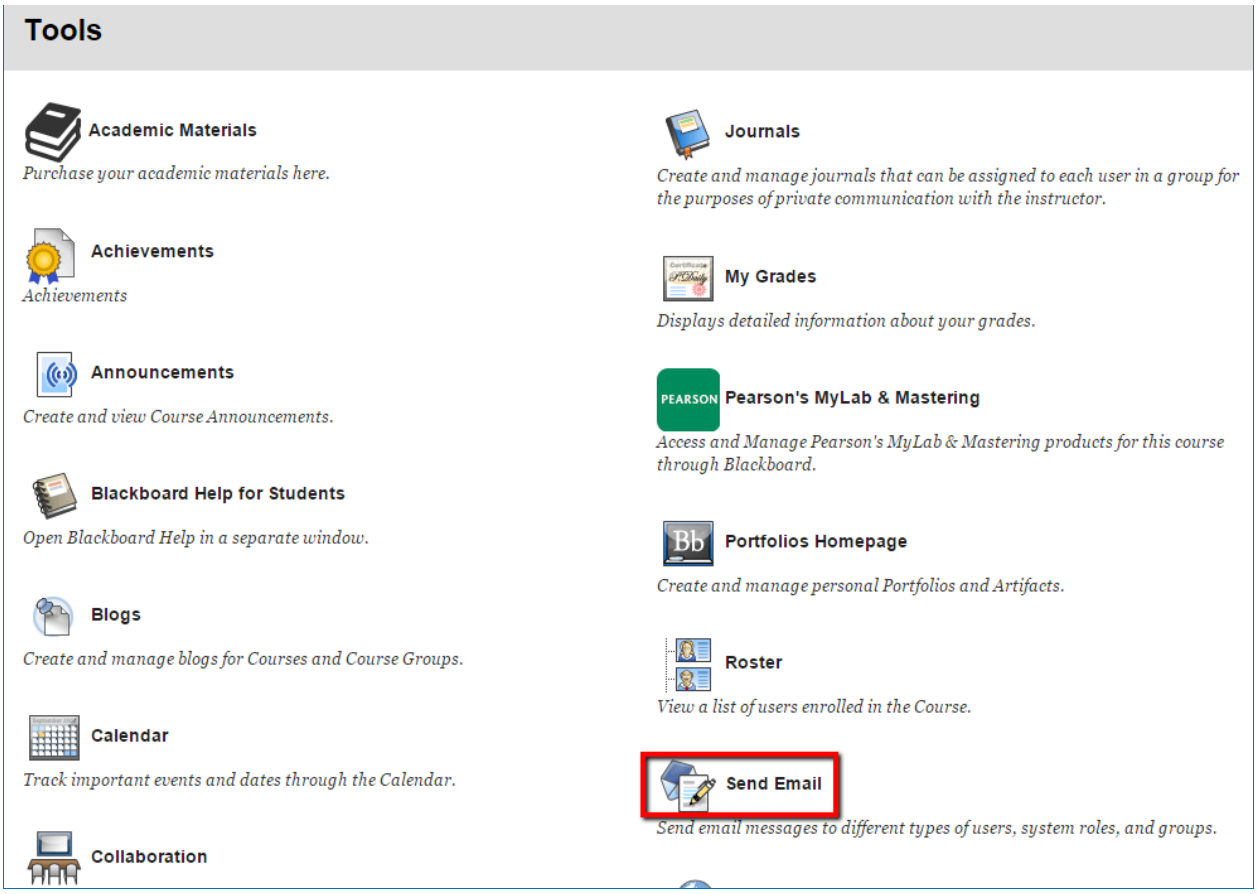
4. A message page loads, where all users with the Instructor role are added in the **To** field. As with regular email, type a Subject and Message text. Click **Attach a File** to browse for files to attach. (**NOTE:** *This particular page does not allow you add more recipients.*)



5. Click the **Submit** button to send the message. A copy of the message will be sent to your mailbox automatically.

Sending Email from within a Course

In individual courses, it is up to the instructor whether a link to the Send Email tool is available to students. Usually, the Course Menu features a link to the Tools Area, where you may find a **Send Email** link. Instructors have a way of controlling whether these links are visible. They may also add a link to Send Email directly onto the Course Menu.



In the illustration above, clicking the **Tools** link displays the Tools Area for the course. The **Send Email** link will usually appear in the right-hand column. Click that link, and follow steps 3 through 5 from the previous section of this document.