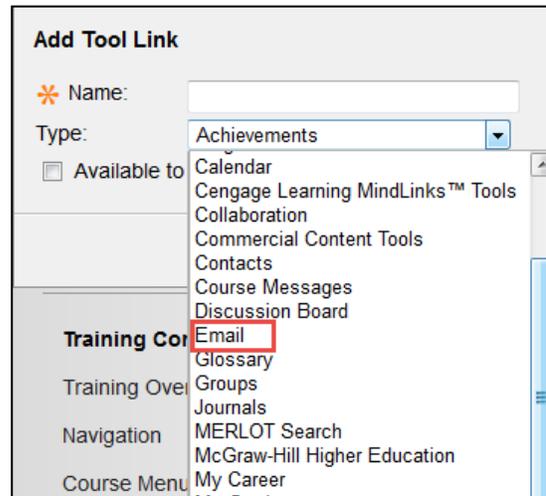
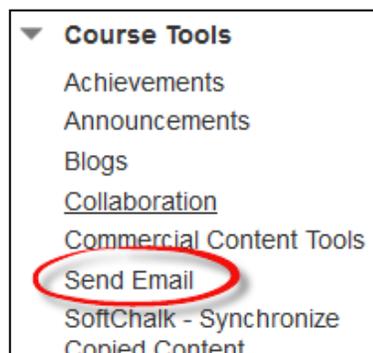


Sending Email through Blackboard

Remember that Blackboard Learn has two ways of sending messages to students. Email (which will stay outside of the course environment) or Messaging. This tutorial will show you how to using Email. **Please note:** Students will not be able to send email within Blackboard unless you create an **Email** Tool Link on your Course Menu.



You can also access your email under your Control Panel > Course Tools, select **Email**



You can send email to the following people in a course:

- All Users: Sends email to all users in the course.
- All Groups: Sends email to all of the groups in a specified course.
- All Teaching Assistant Users: Sends email to all of the Teaching Assistants in a specified course.
- All Student Users: Sends an email to all students in the course.

- All Instructor Users: Sends email to all of the instructors for a specified course.
- All Observer Users: Sends email to all of the observers for a specified course.
- Single/Select Users: Sends email to select users.
- Single/Select Groups: Sends email to select groups.
- Single/Select Observer users: Send email to a single observer or select observers in the course.

Recipients of each email will not see the email addresses of other recipients.

1. On the Send Email page, click one of the options listed to send the email, for example, Single/Select Users.
2. For the Single/Select Users or Single/Select Groups, select the recipients in the Available to Select box and click the right-pointing arrow to move them into the Selected box. A back arrow is available to move a user out of the recipient list. Click Invert Selection and selected users are no longer highlighted and those users that are not selected will be highlighted.
3. For Windows, to select multiple users in a list, press the SHIFT key and click the first and last users. To select users out of sequence, press the CTRL key and click each user needed. For Mac systems, press the COMMAND key instead of the CTRL key. You can also use the Select All function to send an email to all users.
4. Type your Subject. Your message will not be delivered without a subject.
5. Type a Message.
6. Click Attach a file to browse for file from your computer. You can attach multiple files. After you add one file, the option to attach another file appears.
7. Click Submit.

The screenshot shows the 'Send Email' interface. On the left, there are three options: 'All Users', 'Single / Select Users' (highlighted with a blue box labeled '1'), and 'Single / Select Groups'. The main area is divided into 'Available to Select' (highlighted with a blue box labeled '2') and 'Selected' boxes. Below these are 'Invert Selection' and 'Select All' buttons. The 'From' field is 'Danielle Plass (dp27@sunywcc.edu)'. The 'Subject' field is empty (highlighted with a blue box labeled '4'). Below the subject is a rich text editor (highlighted with a blue box labeled '5') with a toolbar and a large text area. At the bottom, there is a 'Path: p' field (highlighted with a blue box labeled '7'), a 'Return Receipt' checkbox (highlighted with a blue box labeled '6'), and 'Cancel' and 'Submit' buttons. The 'Attachments' section at the bottom has an 'Attach a file' link.