



HOW TO SEND EMAILS IN BLACKBOARD

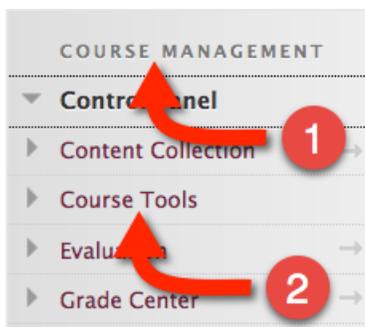
The email tool in Blackboard will allow you to send messages to an individual or all course members' email accounts.

NOTE: THE BLACKBOARD EMAIL TOOL ONLY SENDS EMAIL. IT DOES NOT RECEIVE EMAIL.

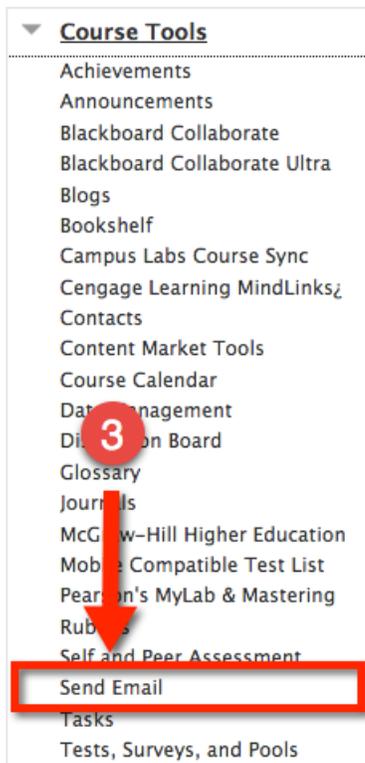
IN THIS DOCUMENT, AN EMAIL WILL BE SENT TO STUDENTS.

To communicate to your students through the email tool in your Blackboard course, please do the following:

1. From the course menu, go to **COURSE MANAGEMENT**
2. Click **COURSE TOOLS**



3. Click **Send Email**





- In the next page, select **ALL STUDENT USERS**

Send Email

Instructors can send email to all or selected individual Users, Students, not a 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 Teaching Assistant Users
Send email to all of the Teaching Assistant users in the Course.

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

- In the next page, enter a **SUBJECT**
- Enter a **MESSAGE**
- Click **SUBMIT**

All Student Users

Cancel Submit

1. Email Information

To: Vega_PreviewUser, Hugo

From: BB Support Hugo BB Support Vega

Subject: Hello

Message
For the toolbar, press ALT+F10 (PC) or ALT+FN+F10 (Mac).

Hello class.

Path: p Words: 2



When the message is sent, Blackboard will return a message to confirm that the message was sent.

The screenshot shows the Blackboard interface for California State University Dominguez Hills. At the top, there is a navigation bar with the university logo and name, and a menu with items: System Admin, Organizations*, Courses* (highlighted), MyBb, Library, Mail, and Help. Below the navigation bar is a 'Send Email' button. A green confirmation message is displayed, stating: 'Email was sent to intended recipient/s. Vega_PreviewUser, Hugo'. Below the message is a section titled 'Send Email' with the text: 'Instructors can send email to all or selected individual Users, Students, Groups, Teaching Assistants, Instructors, and Users who are not a member of the course.'