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
4. 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._

5. In the next page, enter a **SUBJECT**

6. Enter a **MESSAGE**

7. Click **SUBMIT**
When the message is sent, Blackboard will return a message to confirm that the message was sent.