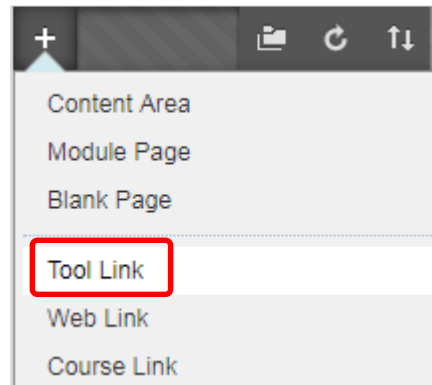


Sending Emails in Blackboard

It's possible to email students and instructors in Blackboard. While bulk emails can be sent out using the **Announcements** feature, you can also send emails to particular groups or individuals using the **Email** feature.

If your course site doesn't already have an **Email** menu item, then begin by creating one.

Click on the **+** symbol in the top-left hand corner of the navigation menu, then click on **Tool Link**.



Name your link **Email**.

Click on the drop-down menu next to **Type**, and select **Email**.

Select the box **Available to Users**.

Click on **Submit**.

Add Tool Link

* Name:

Type:

Available to Users

Now access the **Email** page in the left-hand menu.

Select the heading with the recipients you intend to email. Popular choices include: **All Student Users** and **Single / Select Users**.

All Student Users

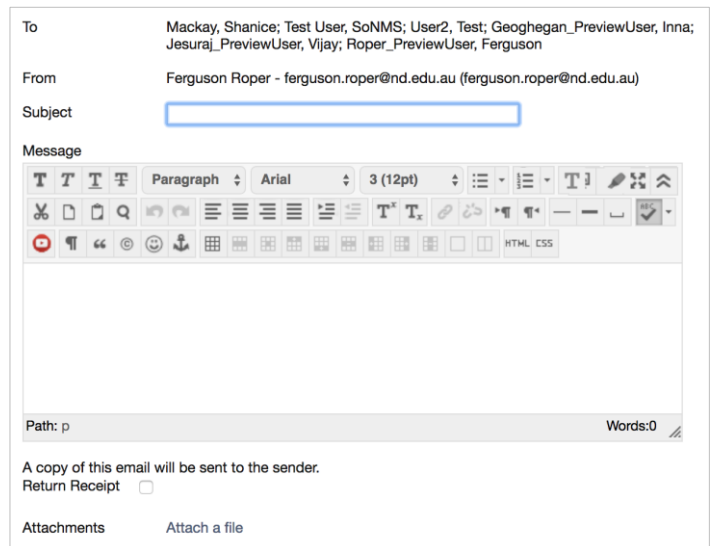
Send email to all of the Student users in the Course.

Single / Select Users

Select which users will receive the email.

If you choose **All Student Users** or any of the “**All**” options, then you will only need to include a **Subject** and **Message**. You can also decide if you want to send a copy of the email to yourself or attach any files.

Once you’ve finished composing your email, be sure to hit **Submit**. Your email will be sent immediately.



If you choose **Single / Select Users** or **Single / Select Groups**, then you will need to manually select your recipients.

You can select your recipients by holding the **Ctrl** key and then clicking names until you have included everyone desired. You can then release the **Ctrl** key. Then click the **right-arrow button**.

Your recipients will then be in the **Selected** column on the right.

Finish the email as described above, and don’t forget to hit **Submit**.

