Sending an Email through Blackboard

1.) In your Blackboard course, click on “Tools” in the course menu

2.) Click on the “Send Email” icon

3.) Click on the option that fits your needs:
   a. To send an email to all student users, select “All Student Users”
   b. To send email to everyone enrolled in the course, including TAs, instructors and students, select “All users”
   c. To send email to one or more students (but less than the whole class), choose “Select Users”

4.) If sending to select users, highlight the users in the list on the left and click the arrow to move them into the box on the right. Then proceed to compose email as usual.

**Remember: Blackboard is a tool to SEND email only. You will have to log into your email client to receive responses from your students**