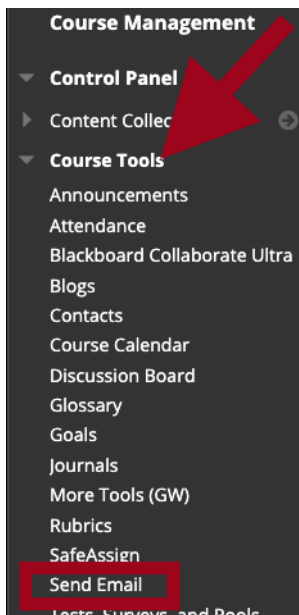


Blackboard: Send an Email

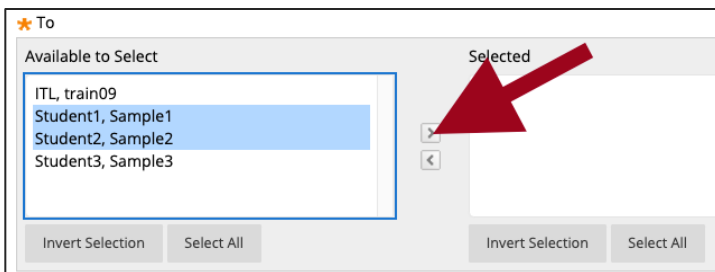
Blackboard's email tool allows instructors to send email messages to individuals or groups of users in a course. Emails sent from Blackboard are sent to each recipient's GW email address. **Note:** Blackboard does not save sent emails, so be sure to keep a copy of important messages in your GW email inbox.

1. Open the Blackboard course from which you want to send an email.
2. Go to the **Control Panel**, click **Course Tools**, and select **Send Email**.



3. On the *Send Email* page, choose the **recipients** of your message:
 - **All Users:** Send email to all the users in the Course.
 - **All Groups:** Send email to all the Groups in the Course.
 - **All Teaching Assistant Users:** Send email to all the Teaching Assistants in the Course.
 - **All Student Users:** Send email to all the Students in the Course.
 - **All Instructor Users:** Send email to all the Instructors in the Course.
 - **Single/Select Users:** Select which users will receive the email.
 - **Single/Select Groups:** Select which Groups will receive the email.

4. For *Single/Select Users* and *Groups*, select the recipients in the **Available to Select** box and use the right arrow to move them into the **Selected** box.



5. Enter a **Subject** and **Message**. Do not leave the subject blank; the message may not be delivered.
6. Check the **Return Receipt** box to receive a copy of the email with a list of the recipients.
7. To attach files, click on **Attach a file** and then select **Choose File** to browse your computer.
8. Click **Submit** to send your message.

