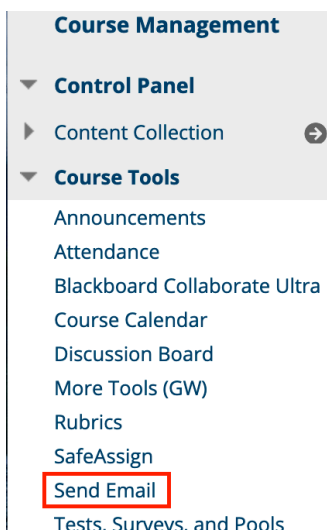


Send Email using Blackboard

The Blackboard email tool allows you to send email messages to individual students or groups of users in a Blackboard course. Emails are sent to the recipient's GW email address.

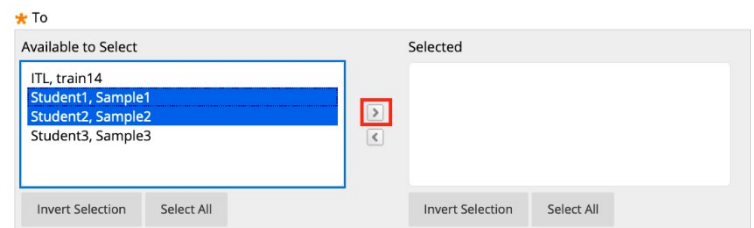
1. Open the Blackboard course from which you want to send an email.
2. Go to the **Control Panel**, click **Course Tools** and then **Send Email**.



3. On the *Send Email* page, choose the **recipients** of your message:

- **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 Assistants in the Course.
- **All Student Users:** Send email to all of the Students in the Course.
- **All Instructor Users:** Send email to all of 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* or *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.

A copy of this email will be sent to the sender.

Return Receipt



7. To attach files, click on **Attach a file** and then select **Choose File** to browse your computer.

Attachments

Attach a file

8. Click **Submit** to send your message.

Note: Blackboard does NOT keep a record of your email so be sure to keep a copy of important messages in you GW email inbox in case you need them at a later date.