

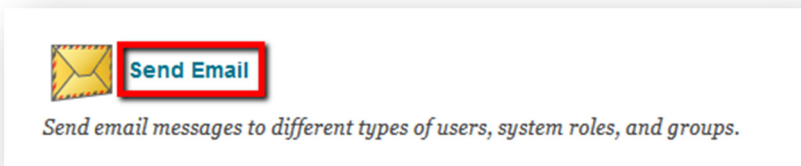
Send an Email in Blackboard

Why send an email in Blackboard?

The purpose of **Blackboard Email** is to allow users an easy and convenient way to send email messages outside of the Blackboard system without having to login to a separate email client. Email is a send-only tool and it will not track any emails sent. You do not receive emails in Blackboard Learn.

Watch it: [Send an Email in Blackboard Video Tutorial](#)

Step 1: On the Course Menu click **Tools**, then **Send Email**



Step 2: Click **Select Users** to select specific users to send the email to or click **Select Groups** to select a specific group in the course to send the email to.

Send Email
Instructors can send email to all or selected individual Users,

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.

All Instructor Users
Send email to all of the Instructor users in the Course.

Select Users
Select which users will receive the email.

Select Groups
Select which Groups will receive the email.

Step 3: From one of those pages, select the recipients in the “**Available to Select**” box and click the **right pointing-arrow** to move them to the “**Selected**” box. A back arrow is available to move a user out of the “**Selected**” box.

EMAIL INFORMATION

To

Available to Select

- Student 1
- Student 3
- Student 4
- Student 5

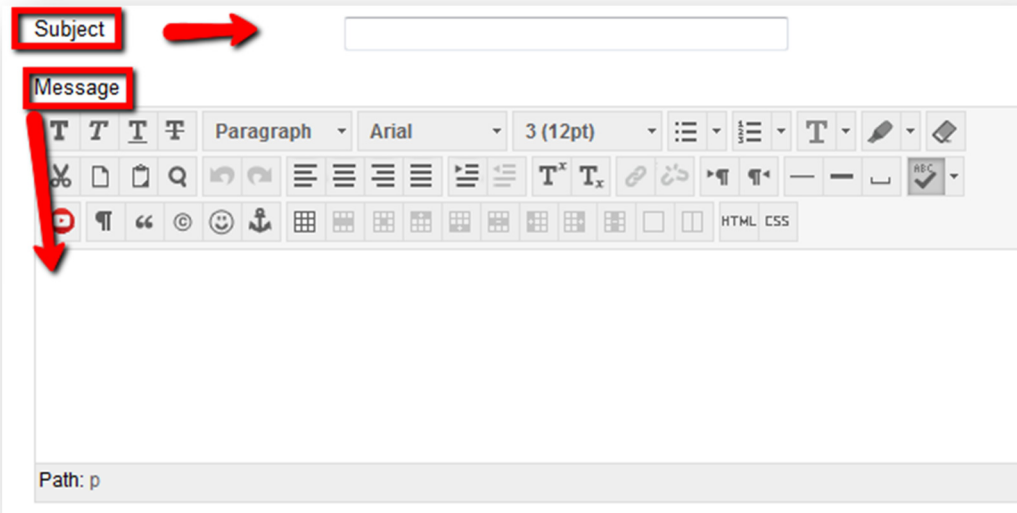
Selected

- Student 2

Invert Selection Select All

Invert Selection Select All

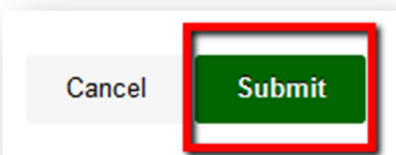
Step 4: Type a **Subject** and then the **Message** in the Text Box



Step 5: Optional: Add an attachment from your computer by clicking **Attach a File**



Step 6: Click **Submit** to send your email



If you have any further questions or would like to schedule a training session with you or your department, please email:
blackboardhelp@roosevelt.edu

A member of the Academic Technology Solutions team will contact you.