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.

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

![Email Interface](image1)

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

![Attach File](image2)

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

![Submit Button](image3)

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

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