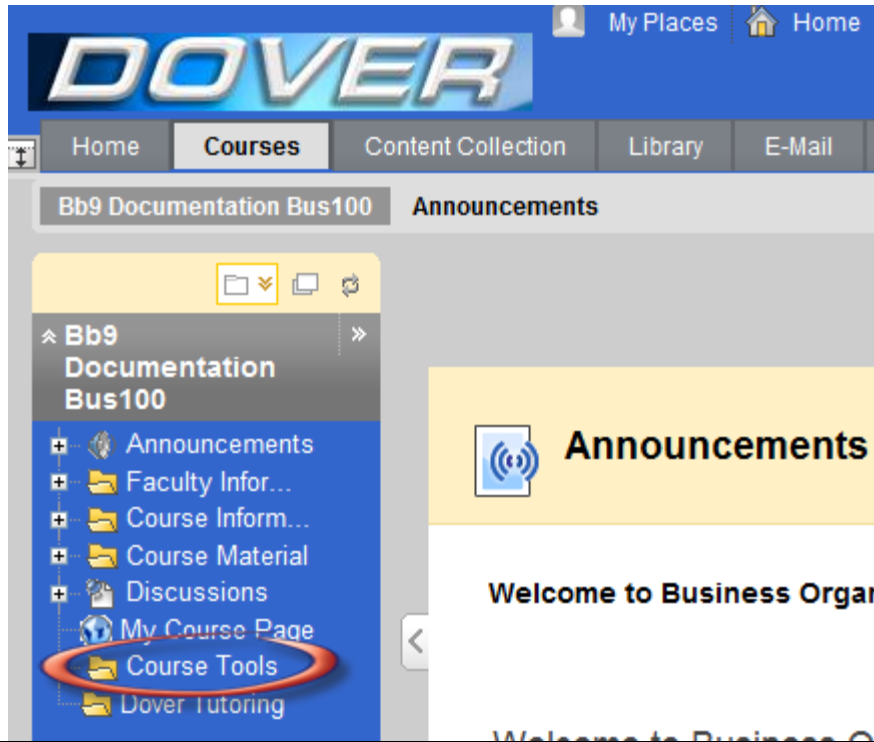
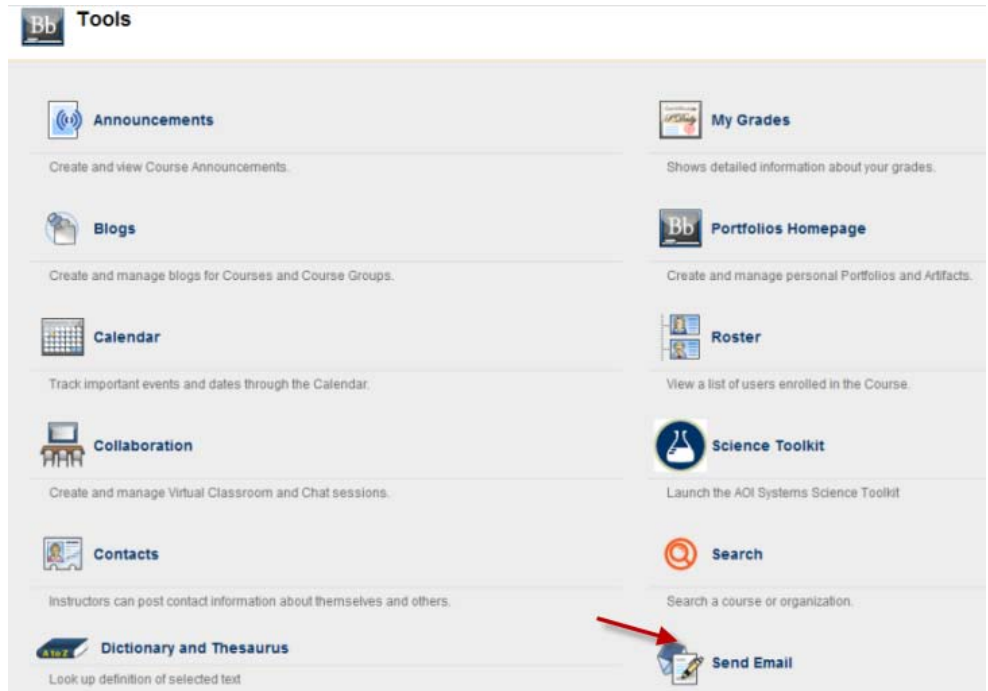


Sending E-Mail

1. Go to your Blackboard Course. Click on **Course Tools**.



2. Click on **Send Email**.



3. You may send Email to many different users. Click, for example, on **Select Users**.



Send Email

Instructors can send email to all or selected individual Users, Students, Groups, Teaching Assistants, Instructors [Help](#)

» **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 Student Users**

Send email to all of the Student users in the Course.

» **All Teaching Assistant Users**

Send email to all of the Teaching Assistant users in the Course.

» **All Instructor Users**

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

» **Select Users**



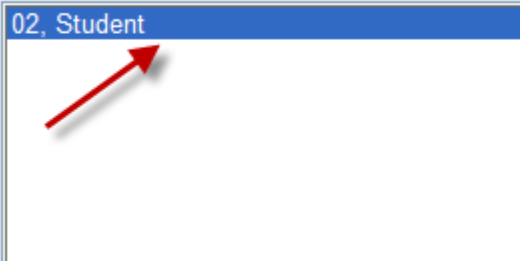
Select which users will receive the email.

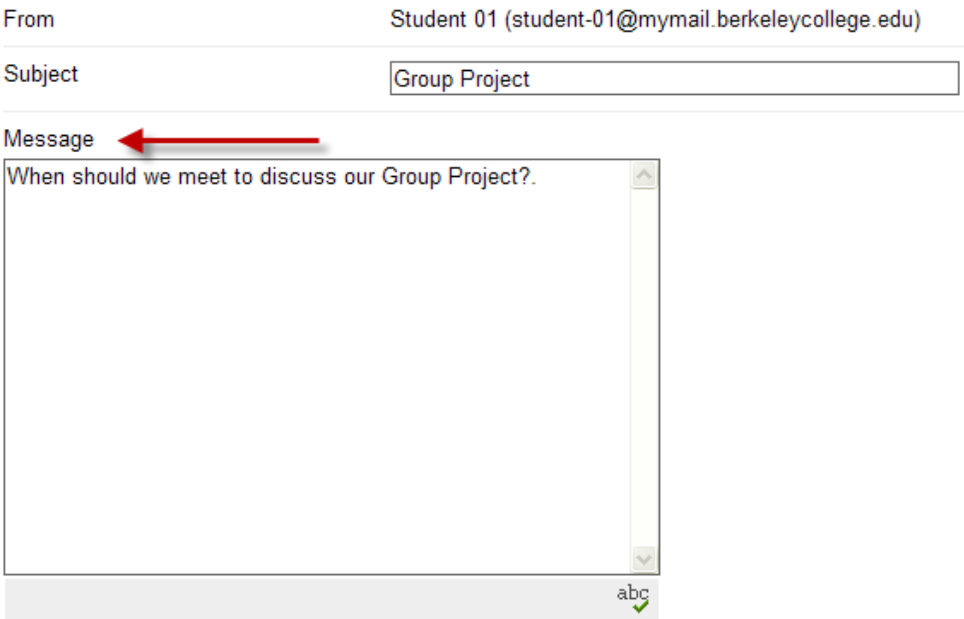
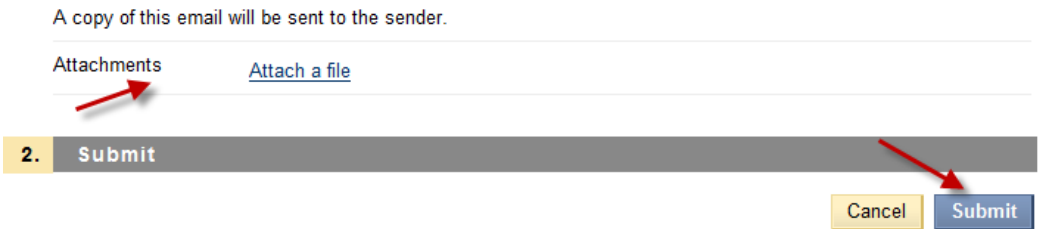
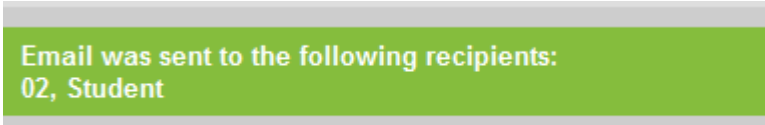
» **Select Groups**

Select which Groups will receive the email.

4. You may choose one or two users. **Select Items**.

Selected Items



<p>5. Add a Message.</p>	 <p>From Student 01 (student-01@mymail.berkeleycollege.edu)</p> <p>Subject Group Project</p> <p>Message ←</p> <p>When should we meet to discuss our Group Project?</p> <p>abc ✓</p>
<p>6. You may attach files if you wish. Next, Submit.</p>	 <p>A copy of this email will be sent to the sender.</p> <p>Attachments Attach a file</p> <p>2. Submit</p> <p>Cancel Submit</p>
<p>7. You will receive a receipt that your Email was sent.</p>	 <p>Email was sent to the following recipients: 02, Student</p>