

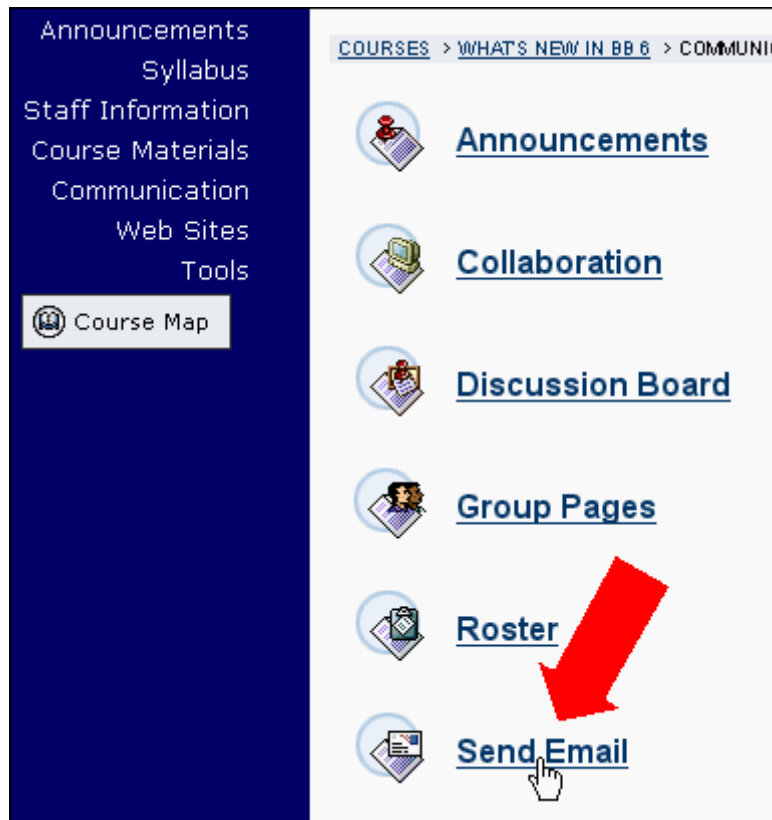
## How to Send Email in Blackboard

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Blackboard allows users to send email to instructors, teaching assistants, groups, and other students within courses they are enrolled. From the Send Email page you are allowed to select who will receive the message. Messages may be sent to all users within the categories previously mentioned or only to select users or groups.

### To send email to all users:

1. Click the Communication button/menu item within your course. Then, click on Send-Email to access send email page.



2. Click on All Users, All Groups, All Teaching Assistants, or All Instructors to send a message to all users within selected category.
3. Enter subject of message and then the actual message to be sent in the boxes provided (1). When sending messages to all users within a category, the To box is automatically filled with the users' email addresses.


**1 Email Information**

**To** Abney, Jennifer; Blackboard, Instructor; P John; Student, ITC;

**From** itc@utm.edu

**Subject**

**Message**



4. Click the Add button under Add attachments if you would like to send an attachment with your message. After you click the Add button you are prompted to browse your computer to select the file to attach. Select file then click the Submit button to attach file to your message.
6. Click the Submit button at the bottom of the screen to send message.

**To send email to select users:**

1. Click the Communication button/menu item within your course. Then, click on Send-Email to access send email page.
2. Click on Select Users or Select Groups to send a message to selected users within category.
3. Place a checkmark in checkbox provided in front of users' email addresses to receive message (1). Then, enter subject of message and then the actual message to be sent in the boxes provided (2).

**1 Select Recipients**

To:  Test, Student  Test, Student 2  
 Test, Student 3  Test, Student 4  
 Test, Student 5

**2 Enter Message Details**

From: stu@yahoo.com

Subject:

Message:

4. Follow remaining steps as stated above.