



### How Email Works in Blackboard

Blackboard Learn keeps no record of your email, whether you send or receive it. Any email you receive from Blackboard Learn appears in your external email inbox. Keep a copy of important messages in case you need them at a later date.

You can send email to these users:

- All Users: All users in your course
- All Groups: All groups in your course
- All Student Users: All students in your course
- All Teaching Assistant Users: All teaching assistants in your course
- All Instructor Users: All instructors in your course
- All Observer Users: All of the observers in your course
- Select Users: Select the users from a list
- Select Groups: Select groups from a list
- Single/Select Observer users: Send email to a single observer or select observers in your course

### How to Upload

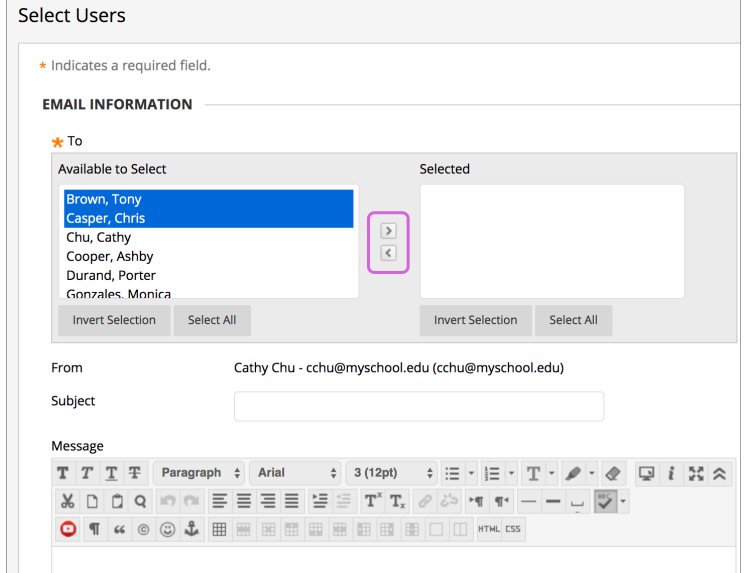
Remember to include a subject line so the email is sent successfully. If you leave the subject line blank, the message may not be delivered or may be marked as spam.

1. You can find the Blackboard email tool in these areas:
  - On the course menu, select Tools > Send Email.
  - On the Control Panel, select Course Tools > Send Email.
  - On the My Institution tab, select Tools > Send Email and select a course.
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2. On the *Send Email* page, select a link, such as **All Users**.
3. For **Select Users** or **Select Groups**, select the recipients in the Available to Select box and select the right-pointing arrow to move them into the Selected box. Use the left-pointing arrow to move a user out of the recipient list. Select Invert Selection to select users whose names aren't highlighted, and deselect users whose names are highlighted. To select multiple users in a list on a Windows computer, press the Shift key and select the first and last users. To select users out of sequence, press the Ctrl key and select each user needed. On a Mac, press the Command key instead of the Ctrl key. You can also use the Select All function to send an email to all users.

## Send Email

1. Type your **Subject**. Your message won't be delivered without a subject.
2. Type a **Message**.
3. Select **Attach a file** to browse for a file from your computer. You can attach multiple files to your message.
4. Select **Submit**.

After you send an email, a message appears at the top of the Send Email page that lists all recipients. The message isn't a confirmation that any users received the message, just that the message was sent.



Select Users

\* Indicates a required field.

EMAIL INFORMATION

\* To

Available to Select Selected

Brown, Tony  
Casper, Chris  
Chu, Cathy  
Cooper, Ashby  
Durand, Porter  
Gonzales, Monica

Invert Selection Select All Invert Selection Select All

From Cathy Chu - cchu@myschool.edu (cchu@myschool.edu)

Subject

Message

T T T Paragraph Arial 3 (12pt)

HTML, CSS

## Add an email Link to the Course Menu

You can add a link to the course menu for you and your students to have instant access to the email tool. You can also customize the name of the link.

1. Select the plus sign above the course menu. The Add Menu Item list appears.
2. Select **Tool Link**.
3. Type a *Name* for the link.
4. In the Type list, select **Email**.
5. Select the **Available to Users** check box if you want this option visible to the students.
6. Select **Submit**.

The new link appears last in the course menu list. Press and drag the arrows icon to move the link into a new position. Access the link's menu to rename, delete, or hide the link from students.