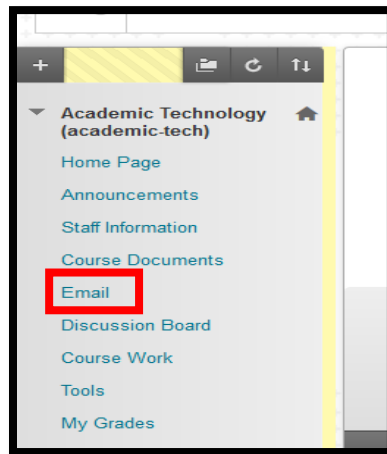




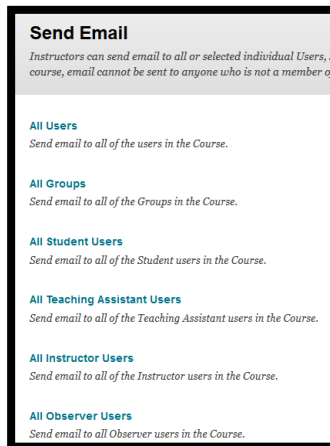
SENDING EMAIL FROM BLACKBOARD

Instructors can send email to all or selected individual users, students, groups, Teaching Assistants, Instructors or Observers.

1. In the course shell menu on the left side, **click Email**.

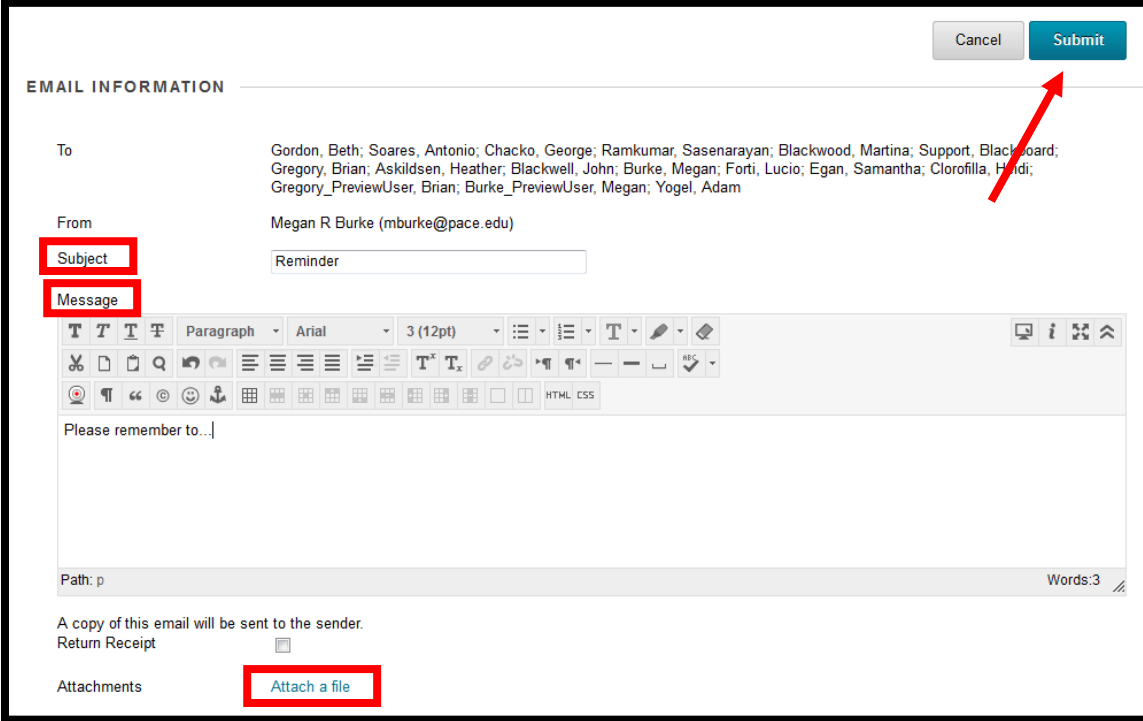


2. **Click on your preferred option** (All Users, Single/Select Users, All Teaching Assistants, etc.)





3. Type in a **Subject heading** and a **Message**.



The screenshot shows the Blackboard email composition interface. At the top right are 'Cancel' and 'Submit' buttons. A red arrow points to the 'Submit' button. The 'EMAIL INFORMATION' section includes:

- To:** Gordon, Beth; Soares, Antonio; Chacko, George; Ramkumar, Sasenarayan; Blackwood, Martina; Support, Blackboard; Gregory, Brian; Askildsen, Heather; Blackwell, John; Burke, Megan; Forti, Lucio; Egan, Samantha; Clorofilla, Heidi; Gregory_PreviewUser, Brian; Burke_PreviewUser, Megan; Yogel, Adam
- From:** Megan R Burke (mburke@pace.edu)
- Subject:** Reminder (highlighted with a red box)
- Message:** (highlighted with a red box)

The message body contains a rich text editor with the text 'Please remember to...'. At the bottom, there is a 'Path: p' field, a 'Words:3' counter, a checkbox for 'Return Receipt', and an 'Attachments' section with an 'Attach a file' link (highlighted with a red box).

4. If desired, attach a file by clicking the **Attach a File** link.

5. **Click Submit.**

My Notes: