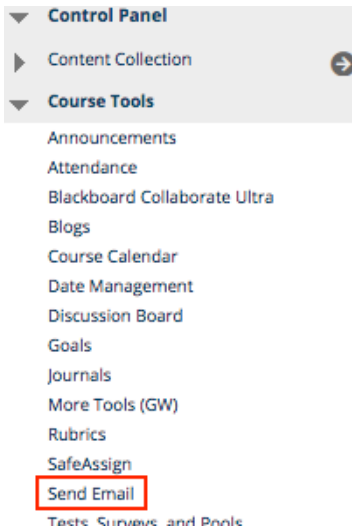


Send an Email from a Blackboard Course

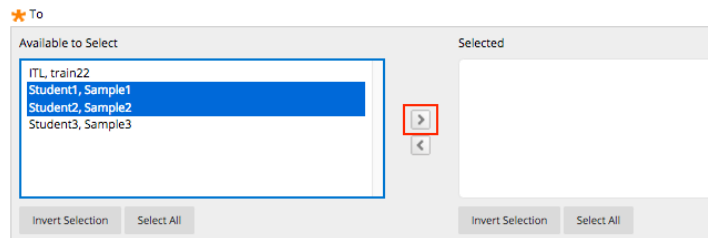
Email individual students or groups of users in your Blackboard course using the Send Email tool. Recipients receive the email messages in their GW email inbox.

1. Open your Blackboard course and scroll down to the **Control Panel** menu.
2. Click on **Course Tools**, and then choose **Send Email**.



3. On the *Send Email* page, choose the **recipients** of your message. For example, selecting **All Users** sends the message to everyone in the course and **Single/Select Users** provides a list from which you can choose specific recipients.

4. For *Single/Select Users or Groups*, select your recipients in the *Available to Select* box and then click on the right arrow to move them into the *Selected* box.



5. Enter the email **Subject** and a **Message**.
6. To attach files, click on **Attach a file** and then select **Choose File** to browse your computer.



remove

Note: Click **Attach Another File** to attach multiple files.

7. Click **Submit** to send your message. You will receive a copy of the email in your GW email inbox.

Note: Blackboard keeps no record of your email, whether you send or receive it. You should keep a copy of important messages in your GW email inbox in case you need them at a later date.