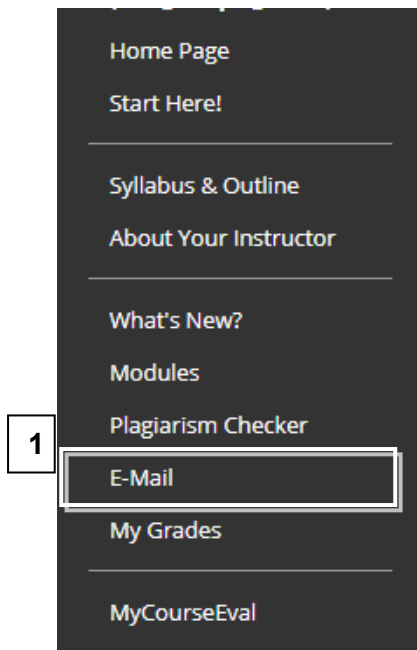


Sending Email through Blackboard

Creating and sending an Email

Blackboard's **Send Email** feature sends email to anyone enrolled in a Blackboard course through Cardinal Mail. Email is accessed through the email link on the Course Menu. Email can be sent to any student or instructor in a course. The process for sending Blackboard email is completed in the same manner as any other email. You may even attach a document.

[Click here for a video explaining how to create and send an email in Blackboard](#)



1. With the **Edit Mode ON**, click the **Email link** on the Course Menu.

Send Email
Instructors can send email to all or selected individual Users the course.

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.

All Observer Users
Send email to all Observer users in the Course.

3 Single / Select Users
Select which users will receive the email.

Single / Select Groups
Select which Groups will receive the email.

2. The **Send Email page** opens offering several email options. Email may be sent to:



- **All Users** – Allows you to send a message to everyone in the class.
- **All Groups** – If you have divided the students into groups to work on projects, you can send a message to everyone involved in all of the groups.
- **All Teaching Assistant Users** – If your class has teaching assistants, access this area to send a message just to those people.
- **All Student Users** – Allows you to send a message to others students.
- **All Instructor Users** – Allows you to send a message to an instructor(s).
- **Single/Select Users** – Provides a list of all the people associated with your Blackboard course and you can choose those you wish to email.
- **Single/Select Groups** – If you have divided the students into groups to work on projects, you can send a message to everyone involved in one or more of the groups.


3. Choose **Single/Select User**.

4 Available to Select
Beak, Terence
Train 01, Training Participant


5 Selected
Train 02, Training Participant

6 Invert Selection Select All Invert Selection Select All

4. Click on an individual name in the **Available to Select** section to choose a recipient.
5. Click on the **arrow**  to move the recipient name to the **selected** section. Click the **revert**  button to unselect a recipient.
6. Click **Select All** to send an email to the entire class.
7. Type a **subject**.
8. Type a **message**.
9. Click the **Return Receipt** checkbox

Thread Actions  Collect Delete

<input type="checkbox"/>	Date	Thread
<input checked="" type="checkbox"/>	5/2/13 9:22 AM	Assessment
<input type="checkbox"/>	5/1/13 10:37 AM	Discussion B

Thread Actions  Collect Delete

to receive a receipt so that you know the student received the message.

10. Click **Attach a file** to add an attachment
11. Click **Submit** to send the message. A copy of the message will arrive in the instructor's UIW mailbox.

From Terence E Peak (tneak@uiwtx.edu)

Subject **7**

Message

8

9 **Path:**
A copy of this email will be sent to the sender.
Return Receipt ☐

10 **Attachments** [Attach a file](#)

Rich Text Editor:
Paragraph Arial 3 (12pt)
[Rich Text Editor Icons: Bold, Italic, Underline, Paragraph, Bulleted List, Numbered List, Indent, Outdent, Text Color, Background Color, Undo, Redo, Link, Unlink, Source Code, etc.]