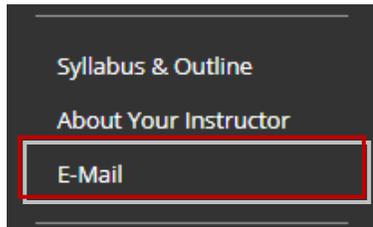
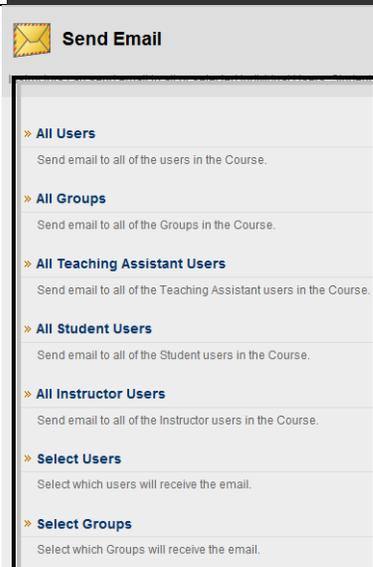


# Email

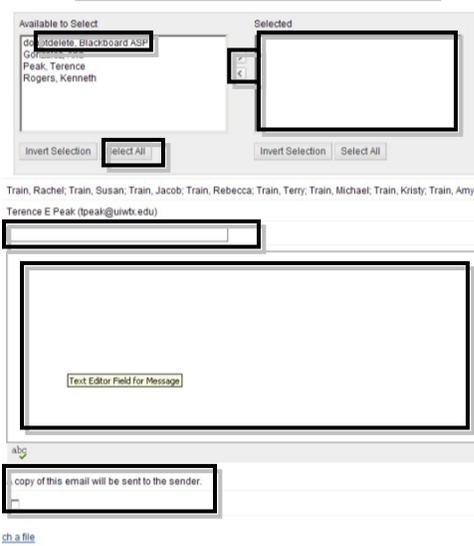
Blackboard's Email feature sends email to anyone enrolled in a Blackboard course through Cardinal Mail. Email is accessed through the Email link on the Course Menu. Once a recipient or recipients are chosen, complete the message and add an attachment, if necessary.



1. Click **Email** on the course menu



2. The Recipients page opens. Click a recipient link to choose the recipient group.
  - **All Users** – Allows you to send a message to everyone in the class.
  - **All Groups** – Allows you to send a message to all of the groups.
  - **All Teaching Assistant Users** – Allows you to send a message to teaching assistants.
  - **All Instructor Users** – Allows you to send a message just to an instructor(s).
  - **Select Users** – Select from a list of everyone in the course.
  - **Select Groups** – You can send a message to selected groups.



3. Click on an individual name in the **Available to Select** section to choose a recipient.
4. Click on the **arrow**  to move the recipient name to the **selected** section.
5. 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** box to receive a receipt so that you know the student received the message.
10. Click **Submit**  to send the message. A copy of the message will arrive in the instructor's UTW mailbox.