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.

Syllabus & Outline About Your Instructor E-Mail	1. Click Email on the course menu
Send Email » 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 Teaching Assistant Users Send email to all of the Teaching Assistant users in the Course. » All Student Users Send email to all of the Student users in the Course. » All Instructor Users Send email to all of the Instructor users in the Course. » All Instructor Users Send email to all of the Instructor users in the Course. » Select Users Select which users will receive the email. » Select Groups Select which groups will receive the email.	 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.
Available to Select Selected Optimiseties Hischboard ASP Compared and the selection Peak, Teence Regers, Kenneth Invert Selection Select All Train, Rachet, Train, Susax: Train, Jacob; Train, Rebecca, Train, Terry; Train, Michael; Train, Kristy; Train, Arny; Terrnce E Peak (tpeak@uivet.edu) Immert Selection Immert Selection Immert Selection Immert Selection Immert Selection Immert Selection Immert Selection Immert Selection Immert Selection Select All Immert	 Click on an individual name in the Available to Select section to choose a recipient. Click on the arrow b to move the recipient name to the selected section. Click the revert b button to unselect a recipient. Click Select All to send an email to the entire class. Type a subject. Type a message. Click the Return Receipt box to receive a receipt so that you know the student received the message. Click Submit box to receive a receipt so that you know the student received the message. Click Submit box to receive a receipt so that you know the student received the message.

