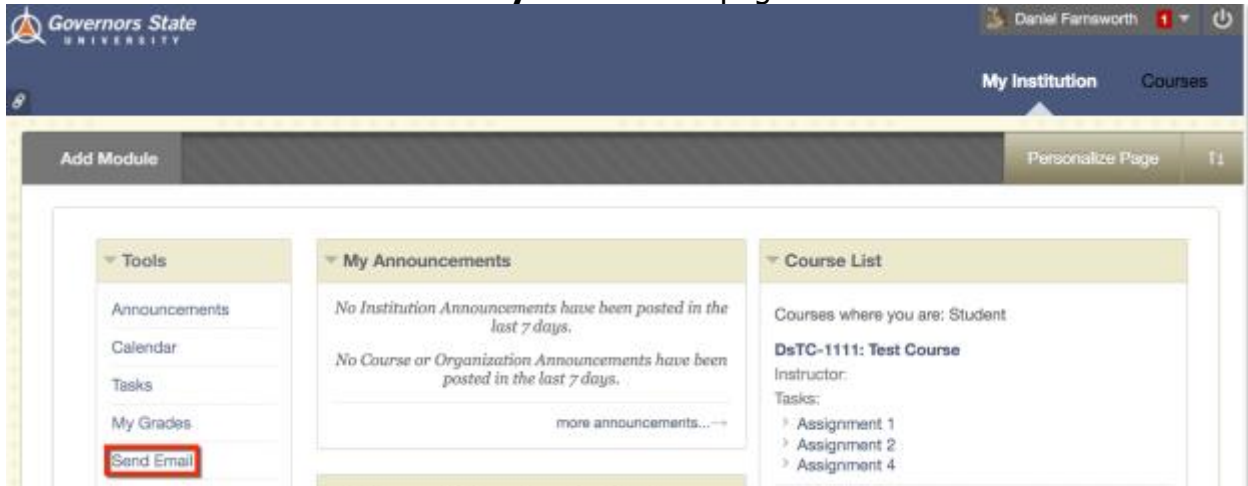


Send Email

My Institution:

Select **Send Email** under **Tools** on the **My Institution** page.



Select which course you would like to send an email from.

Send Email

Courses participating in:

[Blackboard Student Orientation 2015 \(Blackboard-Student-Orientation_2015\)](#)

[Test Course \(DsTC-1111\)](#)

OR

Course Tools:

Select **Send Email** under **Course Tools** in the **Control Panel**.

- ▼ **Course Tools**
- Achievements
- Announcements
- Blackboard Collaborate
- Blogs
- Cengage Learning
- MindLinks™
- CollegeAnywhere Uploads
- Contacts
- Course Calendar
- Course Messages
- Date Management
- Discussion Board
- Glossary
- Goals
- Journals
- McGraw-Hill Higher Education
- Online Attendance
- Pearson's MyLab & Mastering
- Rubrics
- SafeAssign
- Send Email**
- Tasks

Blackboard Questions? Contact the *Center for Online Teaching and Learning*

Email: blackboard@govst.edu Phone: (708) 534-4115

1. **All Users:** Will send an email to every user enrolled in the course.
2. **All Groups:** Will send to every group user in the course.
3. **All Student Users:** Will send to only students enrolled in the course.
4. **All Teaching Assistant Users:** Will send to only TA's enrolled in the course.
5. **All Instructor Users:** Will send to all the instructors enrolled in the course.
6. **Select Users:** Select which user(s) you would like to send an email to.
7. **Select Groups:** Select which group(s) you would like to send an email to.

Send Email

Instructors can send email to all or selected individual Users, Students, Groups, or Observers. From a Blackboard Learn course, email cannot be sent to anyone outside the course.

All Users 1

Send email to all of the users in the Course.

All Groups 2

Send email to all of the Groups in the Course.

All Student Users 3

Send email to all of the Student users in the Course.

All Teaching Assistant Users 4

Send email to all of the Teaching Assistant users in the Course.

All Instructor Users 5

Send email to all of the Instructor users in the Course.

Select Users 6

Select which users will receive the email.

Select Groups 7

Select which Groups will receive the email.

1. Highlight the names from the **Available to Select** column. You may highlight more than one user by (PC) holding Ctrl on your keyboard and clicking the names with your mouse or by (Mac) holding command on your keyboard and clicking the names with your mouse.
2. Select the greater than button to take the highlighted names from the **Available to Select** column and move them to the **Selected** column.
3. The names will appear in the **Selected** column. These will be the users which the email will be directed to.

EMAIL INFORMATION

★ To

The screenshot shows the email selection interface with two columns: 'Available to Select' and 'Selected'. In the 'Available to Select' column, three users are listed: Claymaker, Van; Runnings, Miles; and Farnsworth, Daniel. A red circle with the number 1 is next to the first user. A red arrow points from this circle to a right-pointing arrow button (a square with a right-pointing triangle) located between the two columns. This button is circled in red with a red circle containing the number 2. Another red arrow points from this button to the 'Selected' column, which now contains the same three users. A red circle with the number 3 is next to the first user in the 'Selected' column. Below each column are buttons for 'Invert Selection' and 'Select All'.

Blackboard Questions? Contact the *Center for Online Teaching and Learning*

Email: blackboard@govst.edu Phone: (708) 534-4115


1. **From:** Since you are the one who created the message, this will be from you. Blackboard will display your name along with your email.
2. **Subject:** Create a subject that is relative to what you are describing in the message.
3. **Message:** Create a message.

From Miles Runnings 1

Subject Class Today 2

Message

For the toolbar, press ALT+F10 (PC) or ALT+FN+F10 (Mac).



Hello students, 3

Class is not canceled, but will be moved to F1622.

Please let me know if you have any questions.

Thank you,

Professor Runnings

Path: p Words:25

When you are finished click **Submit**. This will be directed to the Governors State University email system. Nothing will be stored inside Blackboard, instead it will be stored within your Outlook/OWA email.

Submit