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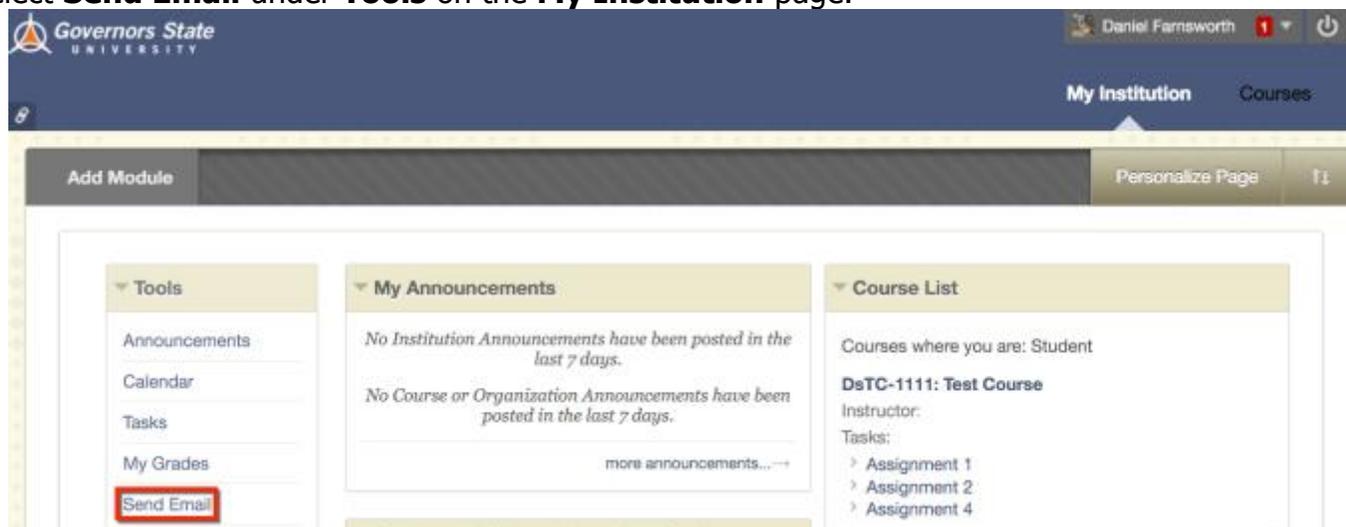
Select **Send Email** under **Tools** on the **My Institution** page.



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



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.

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 Select column.
3. The names will appear in the Selected column. These will be the users which the email will be directed to.

EMAIL INFORMATION
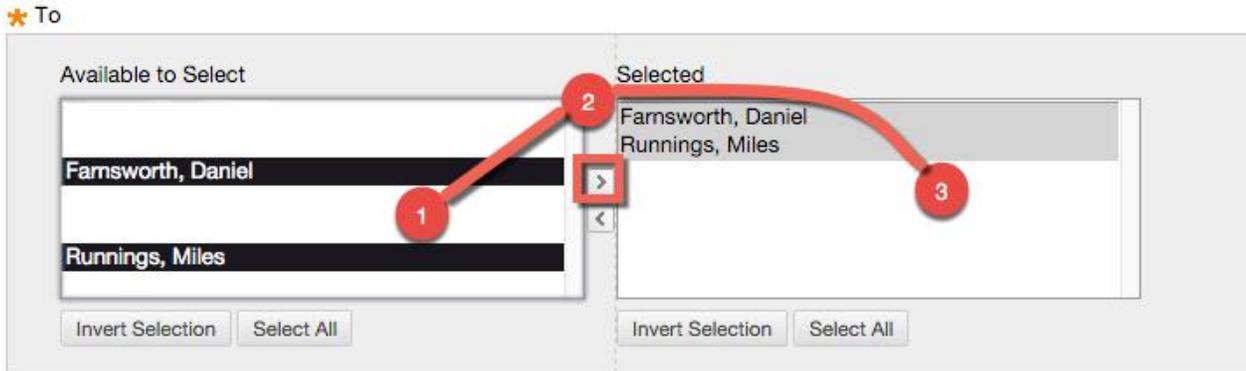


1. **From:** Since you are the one who created the message, this will be from you. Blackboard will display your name along with your email.
2. **Subject:** Create a subject that is relative to what you are describing in the message.
3. **Message:** Create a message.



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 Office 365 email. Make sure your Office 365 email is setup to make sure you receive class announcements and any other GSU emails.