Using the Send E-mail feature in Blackboard

1. To use the Send E-mail feature in Blackboard, navigate to the My Institution page.
2. From the Tools module, click the Send E-mail link.

3. Select the Course which you wish to send the E-mail. For example, ENG092 Course located on the My Institution page under My Courses module.
4. Check the option of who to send to:
   a. Generally you will want to E-mail only one person or a few, for this choose the Select Users option.
5. Choose the persons you wish to send the E-mail to from the Available to Select list.
   a. You must use the arrow buttons to move the selected recipients to the Selected list.
6. Enter a Subject for the E-mail.
7. Enter your Message.
8. If sending an attachment, click Attach a file link.
9. Click Submit to send the E-mail.

IMPORTANT NOTICE: The Send E-mail feature is a useful way to send an E-mail to a Course Instructor or Student(s), so they receive it in a timely manner. There is no record kept in Blackboard of the sent message, and there is no way to know if the recipient received the E-mail or has read it. A good practice is to include your contact information in the E-mail, so they have a way to reply to you. Requesting a reply acknowledging receipt is a good idea.