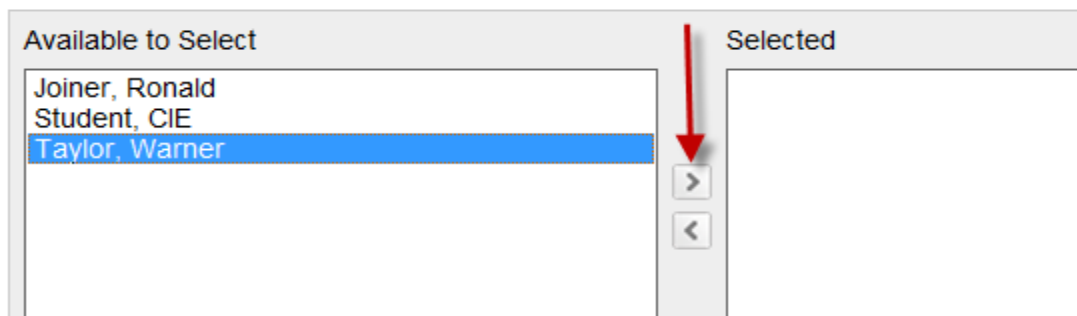


## Using the Send E-mail feature in Blackboard

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.

