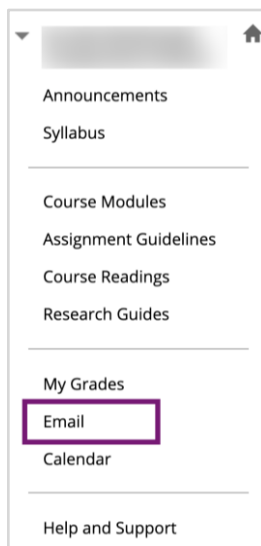


## Blackboard Email

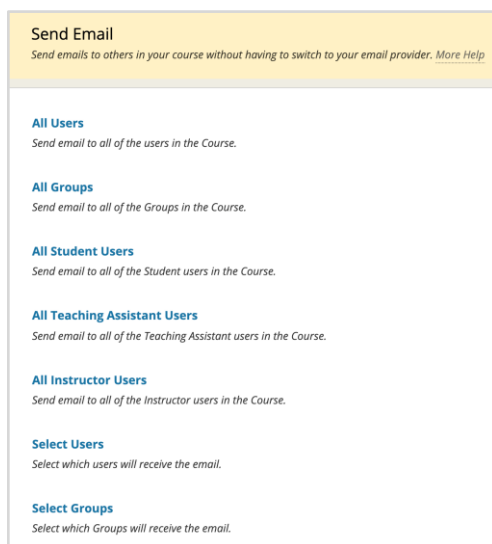
Blackboard makes it easy to send emails to anyone enrolled in your course without having to know their email address. Emails sent through Blackboard will arrive in the recipients' preferred email and you will receive a copy in your email. Replies to the email will go to the sender's preferred email.

**Note: Blackboard does not keep a record of sent emails.**

1. Access the Blackboard course from which you would like to send an email.
2. Select Email from the course menu



3. The Send Email page will open
4. Choose the intended recipients from the available choices



*NOTE If you choose Select Users, choose the users to email by selecting the name under Available to Select and move to the Selected area by clicking the right pointing arrow > (See image below.)*

5. Type a **Subject**, which appears as the title of the Email
6. Type your **Message** in the text editor
7. Select **Attach a File** to optionally attach file(s) to your Email
8. Select **Submit** to send the message