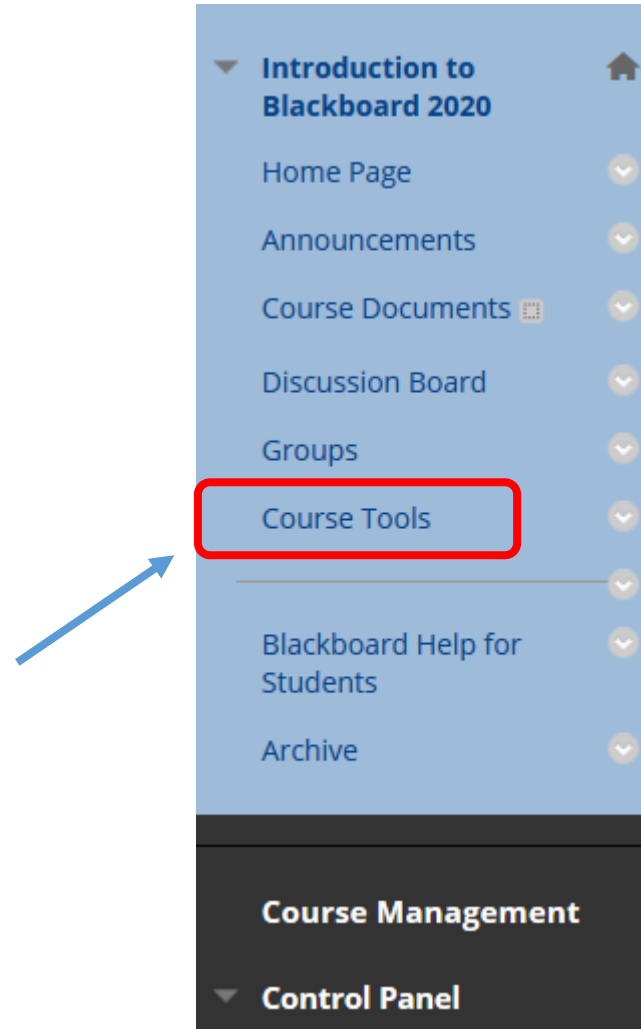


















How to Use the Send E-Mail Tool on Blackboard

1. Log in to the Course on Blackboard. Click on **Course Tools** on your **Course Menu**.



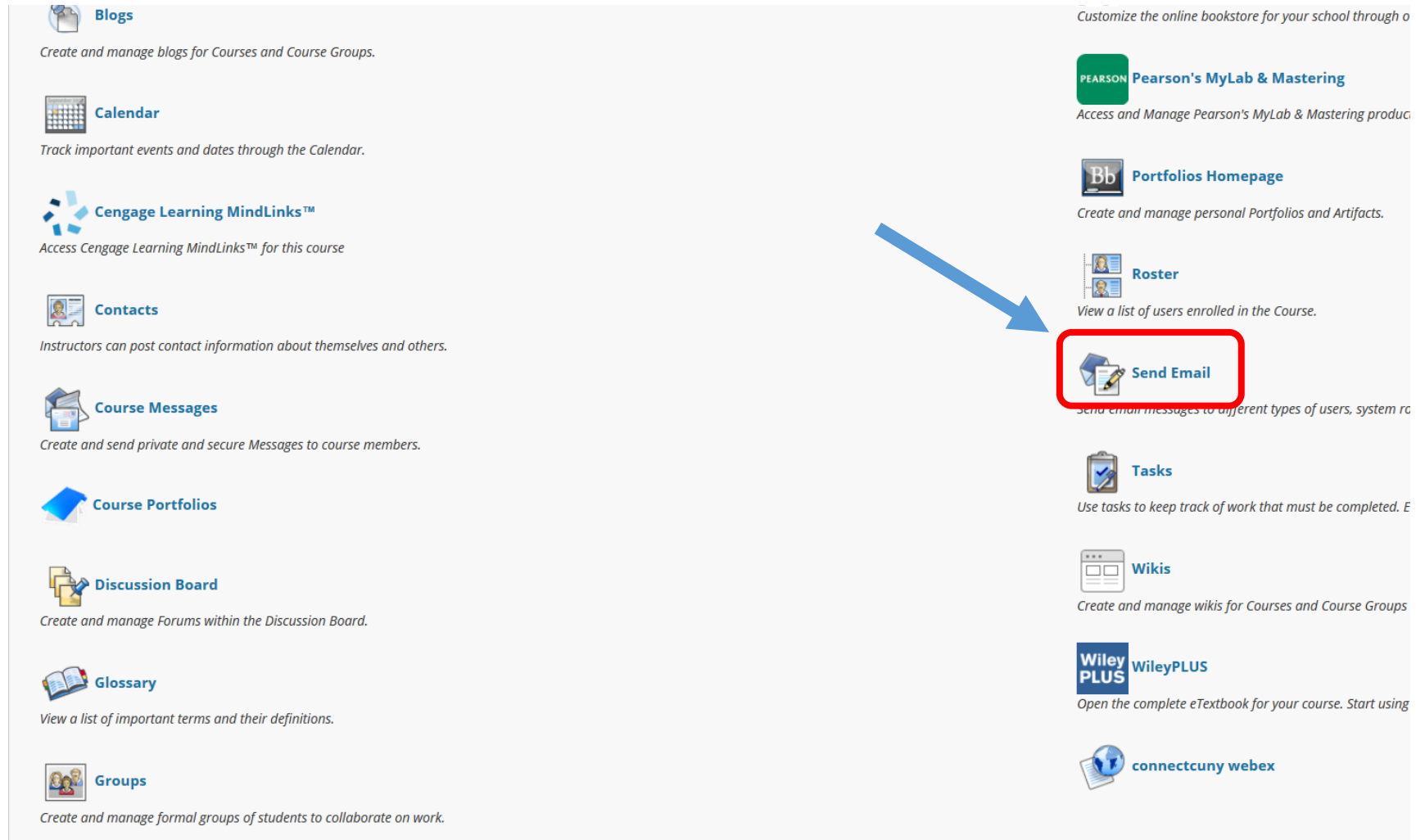
2. On the right you will see a list of tools. You may need to ***scroll down*** the webpage to find ***Send Email...***

Tools

 Achievements <i>Achievements</i>	 Journals <i>Create and manage journals that can be assigned to each student.</i>
 Announcements <i>Create and view Course Announcements.</i>	 Lehman Libguides Automatic
 Baruch Libguides Automatic	 McGraw-Hill Higher Education <i>Access and Manage McGraw-Hill products for this course.</i>
 Blackboard Collaborate Ultra <i>Schedule and join Blackboard Collaborate Ultra web conferencing sessions and view recorded archives.</i>	 Microsoft Teams
 Blackboard Help for Students <i>Open Blackboard Help in a separate window.</i>	 My Grades <i>Displays detailed information about your grades.</i>
 Blogs <i>Create and manage blogs for Courses and Course Groups.</i>	 Online Bookstore <i>Customize the online bookstore for your school through Blackboard.</i>
 Calendar <i>Track important events and dates through the Calendar.</i>	 Pearson's MyLab & Mastering <i>Access and Manage Pearson's MyLab & Mastering products.</i>



...Click **Send Email**.



The screenshot displays a grid of course management tools. On the left side, the tools listed are: Blogs, Calendar, Cengage Learning MindLinks™, Contacts, Course Messages, Course Portfolios, Discussion Board, Glossary, and Groups. On the right side, the tools listed are: Pearson's MyLab & Mastering, Portfolios Homepage, Roster, Send Email, Tasks, Wikis, WileyPLUS, and connectcuny webex. The 'Send Email' button, which features an envelope icon, is highlighted with a red rectangular border. A blue arrow points from the center of the screen towards this button.

Blogs
Create and manage blogs for Courses and Course Groups.

Calendar
Track important events and dates through the Calendar.

Cengage Learning MindLinks™
Access Cengage Learning MindLinks™ for this course

Contacts
Instructors can post contact information about themselves and others.

Course Messages
Create and send private and secure Messages to course members.

Course Portfolios

Discussion Board
Create and manage Forums within the Discussion Board.

Glossary
View a list of important terms and their definitions.

Groups
Create and manage formal groups of students to collaborate on work.

Customize the online bookstore for your school through o

PEARSON Pearson's MyLab & Mastering
Access and Manage Pearson's MyLab & Mastering produc

Bb Portfolios Homepage
Create and manage personal Portfolios and Artifacts.

Roster
View a list of users enrolled in the Course.

Send Email
Send email messages to different types of users, system ro

Tasks
Use tasks to keep track of work that must be completed. E

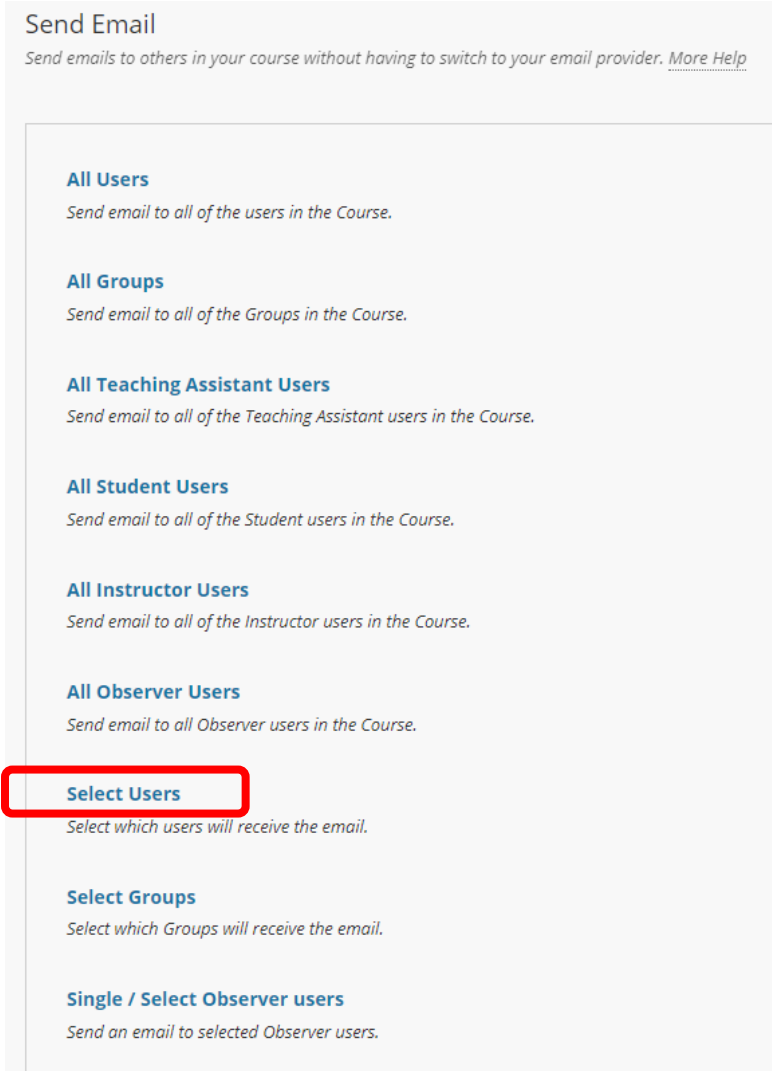
Wikis
Create and manage wikis for Courses and Course Groups

Wiley PLUS WileyPLUS
Open the complete eTextbook for your course. Start using

connectcuny webex

3. A list of options appears. Select the option which best suits your needs. In the example, we will choose **Select Users** to contact an individual student regarding a late homework assignment submission.

Click **Select Users**.



Send Email
Send emails to others in your course without having to switch to your email provider. [More Help](#)

All Users
Send email to all of the users in the Course.

All Groups
Send email to all of the Groups in the Course.

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

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

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

All Observer Users
Send email to all Observer users in the Course.

Select Users
Select which users will receive the email.

Select Groups
Select which Groups will receive the email.

Single / Select Observer users
Send an email to selected Observer users.

4. First **click the name of the student** you want to send an email to so that you see their name highlighted. Then **click the arrow pointing to the right** to move that student to the **Selected** box.

Select Users

* Indicates a required field.

EMAIL INFORMATION

* To

Available to Select

Rydlis, Maxim
Stestperson10, Student
Stestperson9, Student
Weirich, James

Selected

Invert Selection Select All

Invert Selection Select All

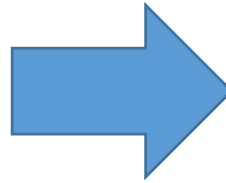
From James Weirich - james.weirich@baruch.cuny.edu (james.weirich@baruch.cuny.edu)

Subject

Message

Paragraph Arial 3 (12pt)

HTML CSS



Select Users

* Indicates a required field.

EMAIL INFORMATION

* To

Available to Select

Rydlis, Maxim
Stestperson9, Student
Weirich, James

Selected

Stestperson10, Student

Invert Selection Select All

Invert Selection Select All

From James Weirich - james.weirich@baruch.cuny.edu (james.weirich@baruch.cuny.edu)

Subject

Message

Paragraph Arial 3 (12pt)

HTML CSS

Scroll down to begin composing your message.

5. Enter a **subject**, a **message**, and **attach** any relevant files. Click **Submit** to send your email.

Please note, if an attached file exceeds 10MB, it is recommended to upload the file into Course Documents (or another content area of your course), and direct students to that area. Files larger than 10MB will not be sent to students via the Send Email tool.

* Indicates a required field.

EMAIL INFORMATION

To

Available to Select

- Ryklis, Maxim
- Stestperson9, Student
- Weirich, James

Selected

- Stestperson10, Student

From James Weirich - james.weirich@baruch.cuny.edu (james.weirich@baruch.cuny.edu)

Subject **Missing Homework #1**

Message

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

Dear Student,

I am writing to inform you that I have yet to receive your submission for Week 1's homework assignment. Please upload it to the Homework #1 assignment link within Course Documents by the end of the week.

Path: p Words:39

A copy of this email will be sent to the sender.

Attachments **Attach a file**

Click **Submit** to proceed.

Cancel **Submit**