



## Send an Email to Students in Blackboard

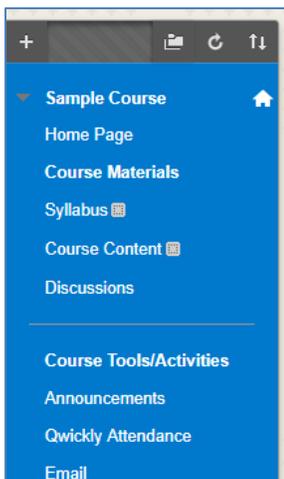
Sending email via Blackboard has several benefits:

- Email sent from Blackboard **automatically includes the course name in the email subject line** – this helps your students identify important email.
- Blackboard user account information includes only University of New Haven email addresses so you do not have to create student email address lists.
- Students can email you and their classmates via Blackboard.
- The **Blackboard “Send Email” tool uses Outlook to send email**. Email sent via Blackboard resides in the user’s Outlook email.

After logging into Blackboard, you will land on the My Institution page.

From the list under My Courses, **click on the course name**. You will land on the home page of the course.

In the Course Menu on the left of the screen, **click on the link named “Email”**. (You can also send email from the Grade Center.)



Click the link for one of the following choices:

- **All Users: Sends email to all users in the course.**
- All Groups: Sends email to all groups in a specified course.
- All Student Users: Sends an email to all students in the course.
- All Teaching Assistant Users: Sends email to Teaching Assistants in a specified course.
- All Instructor Users: Sends email to instructors for a specified course.
- All Observer Users: Sends email to observers for a specified course.
- **Select Users: Sends email to select users.**
- Select Groups: Sends email to select groups.
- Select Observer users: Send email to a single observer or select observers in the course.

For the Select Users or Select Groups, select the recipients in the Available to Select box and click the right-pointing arrow to move them into the Selected box. A back arrow is available to move a user out of the recipient list. Click Invert Selection and selected users are no longer highlighted and those users that are not selected will be highlighted.

**Type your Subject.** Blackboard Learn requires some text content in the subject line to send email successfully. Leaving the subject line blank can prevent the message from being delivered.

### **Type a Message.**

Click Attach a file to browse for file from your computer. You can attach multiple files. After you add one file, the option to attach another file appears.

**Click Submit.** A receipt page appears after the message is sent listing all recipients. The receipt page does not confirm that users received the message. It only confirms that the message was sent.

A copy of the email will be sent to the sender. Recipients of each email will not see the email addresses of other recipients.