

Sending email within Blackboard

From within Blackboard it is possible to send email using either the Blackboard internal email or by using your institutional email system.

Sending a message through the internal message system:

1. Log into your course in Blackboard.
2. Click the **Communication** button
3. Click on **Messages**.
 - *A window opens for your Messages area. Notice the folders for your inbox and sent messages. For this demonstration we are going to send a new message to a student.*
4. Click on the new message box
 - *A window opens that resembles an email message window.*
5. Click on the **To** button
 - *A list of your students appears.*
6. Click (*to highlight*) the name of each student that you would like to receive the message and then click the **right** arrow to add that student to the recipients list.
7. If needed, you may also remove students from the recipients list by highlighting their name and then clicking the **left** arrow to remove them.
8. Once you have selected all of your recipients, click the **Submit** button.
 - *The list closes and goes back to the message screen.*
9. In the **Subject** text box, enter your message's subject. Continue composing your message by entering it in the **Body** section.
 1. *In the **Attachment** section you have the option of adding files or attachments to your message.*
10. When you are finished with your message, click the **Submit** button to send your message.
11. Your recipients will receive your message within the internal Blackboard system.

Sending an email through your institutional email system.

1. Log into your course in Blackboard.
2. Click the **Communication** button
3. Click on **Send Email**.
 - *A window opens for your email recipients.*
4. Select the recipients for your email.
5. An email window opens.
6. In the **Subject** text box, enter your e-mail's subject. Continue composing your email by entering it in the **Message** section.
 - *In the **Attachment** section you have the option of adding files or attachments to your e-mail.*
7. When you are finished with your message, click the **Submit** button to send your email.

8. You and your recipients will receive a copy of this email through your institutional email system.