Sending Email to Students

Your Blackboard course site will have an email address for each student registered for your course site. The **Send Email** tool in your Blackboard course site will allow you to send an email to the entire course participants or specific individuals or groups.

1. Log into Blackboard, and go into the desired course.
2. Click on the **Control Panel**.
3. Click **Send Email** in the Course Tools area.

4. Choose who you wish to send the email to. A new feature in Blackboard 8.0 is the option to send an email to **All Student Users**.

5. Once you have chosen the recipient(s) of your email, click on the relevant link to begin composing your email. Type in your subject and message in the relevant text boxes.
6. Check the **Return Receipt** checkbox if you wish to verify that your email was sent to the specified recipients.

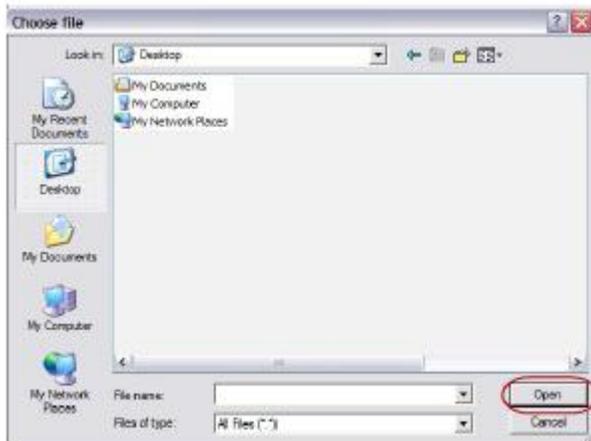7. Click on the **Attach a file** link to add a file to your email.

8. If you chose to attach a file, click on the **Browse** button.

9. Browse for the file on your computer you want to attach and then select **Open**.

You will be returned to the page where you were drafting your email in Blackboard. Here you can attach additional files by choosing the **Attach Another File** link.

10. Click **Submit** to send your email.

Tip:

A copy of your email will be sent to you automatically as the sender of same. It is important to note, however, that Blackboard will not save a copy of your sent email in your course site.