

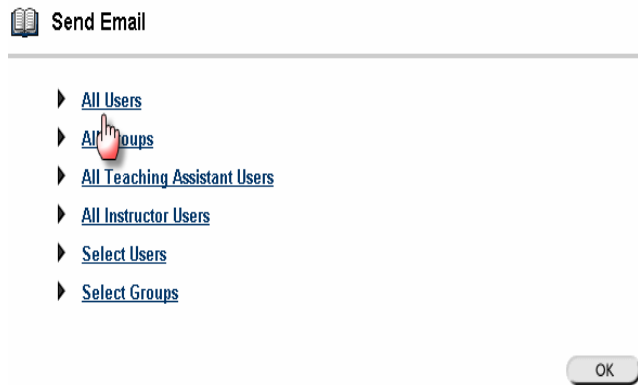
## How to Send Email from Blackboard Goucher College

Accessing the Email Function	
<p><b>Emailing from Blackboard</b></p>	<p>This method is used to send an email through Blackboard to individual students, instructors, groups of students or all participants in the course.</p>
<p>Click on <b>Communication</b> to access the email page.</p> <p><i>Note: From Blackboard you will send messages to someone's Internet address account. The default email in Blackboard is your Goucher email account.</i></p>	 <p>The screenshot shows a sidebar menu with buttons for Announcements, Faculty, Syllabus, Course Documents, Assignments, Discussion Board, Groups, and External Links. Below these is a 'Tools' section with icons for Communication, Course Tools, and Course Map. A red hand cursor points to the Communication icon. The main content area shows a header for 'SPEC PROJECT SEMINAR/CONTINUING LEADERSHIP IN TECH' and a large image of a galaxy with the text 'ED 677' overlaid. At the bottom, there are filters for 'VIEW TODAY', 'VIEW LAST 7 DAYS', 'VIEW LAST 30 DAYS', and 'VIEW ALL'.</p>
<p>Click on the link <b>Send Email</b></p>	 <p>The screenshot shows the same sidebar menu as above. In the main content area, there are four links: 'Roster', 'Send Email', and 'Voice Boards'. A red arrow points to the 'Send Email' link, which has a hand cursor over it.</p>
<p><b>Send Email</b> page opens</p> <p>There are two options to send an email:</p> <p><b>All</b> (users, groups, TAs and Instructors) Or <b>Select</b> (users, groups)</p>	 <p>The screenshot shows the 'Send Email' page with a list of options: 'All Users', 'All Groups', 'All Teaching Assistant Users', 'All Instructor Users', 'Select Users', and 'Select Groups'. A red box highlights the first four options, and a blue box highlights the last two. An 'OK' button is visible at the bottom right.</p>

## Send to All : Users, Groups, Teaching Assistants and Instructors

Click on **All users**

*Note: This option will send the email to everyone enrolled in the course. The same steps are followed for all groups, all teaching assistants or all instructors.*



Send Email

- ▶ [All Users](#)
- ▶ [All Groups](#)
- ▶ [All Teaching Assistant Users](#)
- ▶ [All Instructor Users](#)
- ▶ [Select Users](#)
- ▶ [Select Groups](#)

OK

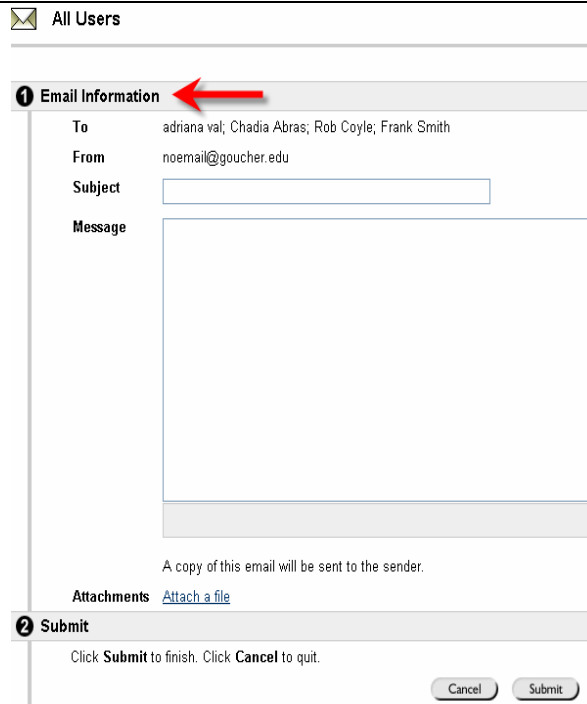
The email information page opens. Complete the form:

### 1. Email Information

The target recipients (To) and the sender (From) is filled in automatically

Type in the **Subject** and **Message**

Add a **File Attachment** if desired



All Users

**1 Email Information**

To: adriana val; Chadia Abras; Rob Coyle; Frank Smith

From: noemail@goucher.edu

Subject:

Message:

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

Attachments: [Attach a file](#)

**2 Submit**

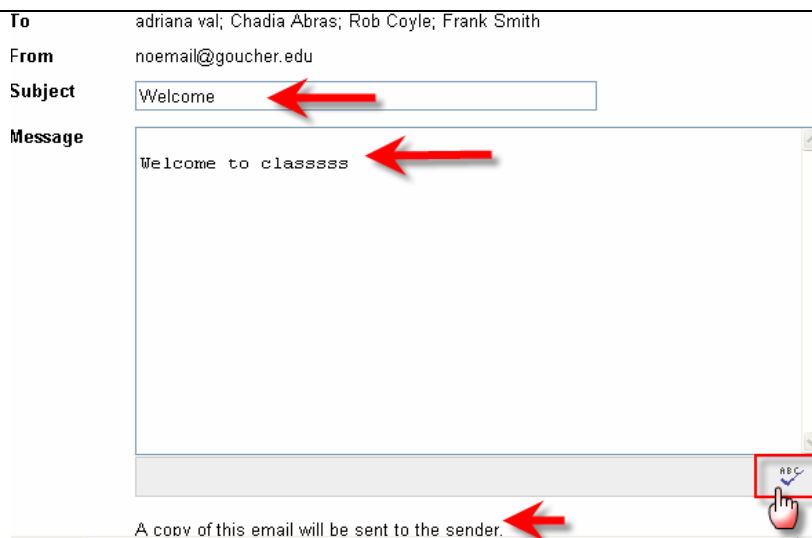
Click **Submit** to finish. Click **Cancel** to quit.

Cancel Submit

After typing the subject and message

Click on **ABC** to spell check your email

*Note: A copy of the email will be sent to the sender*



To: adriana val; Chadia Abras; Rob Coyle; Frank Smith

From: noemail@goucher.edu

Subject: Welcome

Message: Welcome to classsss

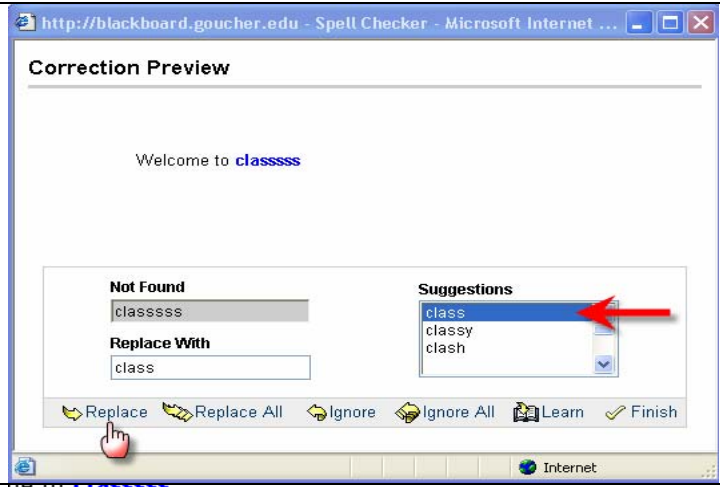
A copy of this email will be sent to the sender.

ABC

The **Correction Preview** window opens

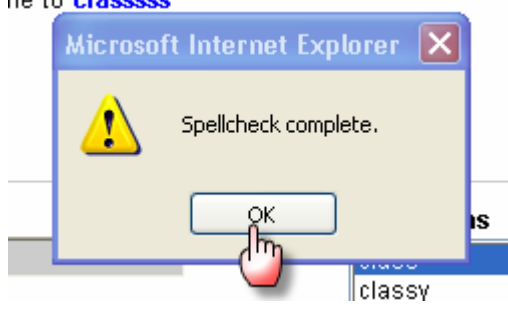
Select the correct word

Click on **Replace**



When all words have been checked the **Spellcheck complete** window opens

Click **OK** to return to your email.

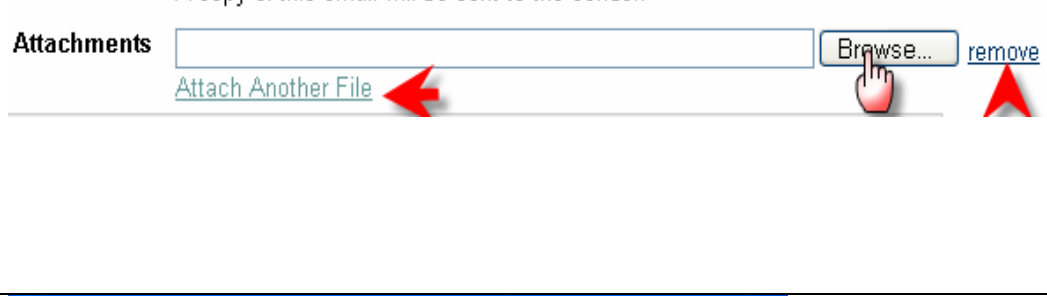


Click on **Attach a file** if you need to send a file with your email.



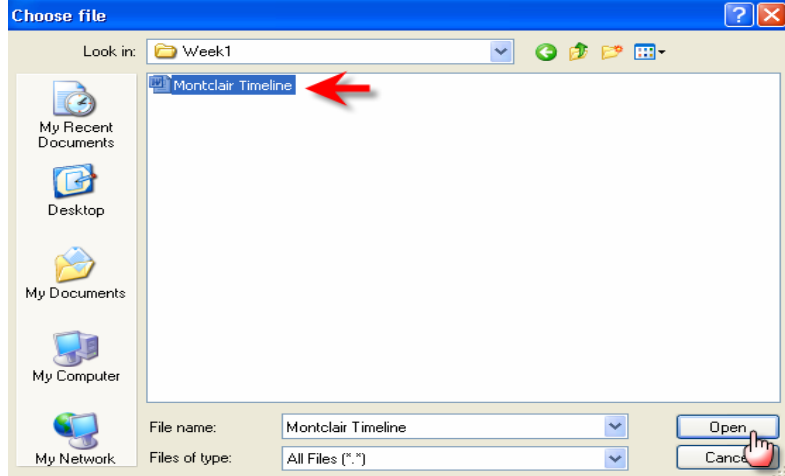
Click **Browse** to find your document

*Note: **Remove** is used to quit. You may attach more than one file.*



Select the file

Click **Open** to upload it



Click **Remove** to erase the file

Click **Attach another file** if you need to attach more documents.

**2. Submit**

Click **Submit** to send the email

Click **Cancel** to quit the process.

You will be given a receipt if the email was sent successfully

Click **OK**

**Send Email to Select Users or Groups**

Click on **Select Users**

The select Users page opens

In **Email Information** there are two small boxes. You will highlight your recipients and move them into the selected textbox.

*Note: The other parts of sending the email are the same as send email to all users.*

Highlight the name of the person and click the **right arrow** to move it to the selected area

**Email Information**

To

Available to Select		Selected
adriana val	▶	
Chadia Abras	◀	
Frank Smith		
Rob Coyle		

From noemail@goucher.edu

Subject

The highlighted name is moved to the selected box.

To remove the person from the selected box, Highlight it then click on the **left arrow**.

**Email Information**

To

Available to Select		Selected
Frank Smith	▶	adriana val
Chadia Abras	◀	
Rob Coyle		

Click **Invert** to change the group of highlighted names.

To

Available to Select		Selected
Frank Smith	▶	adriana val
Chadia Abras	◀	
Rob Coyle		

After selecting your recipients, the procedure is the same as above.

Type **Subject**  
Type **Message**  
Upload **Attachment**  
Click **Submit**

To

**Available to Select**

Chadia Abras  
Rob Coyle

**Selected**

Frank Smith  
adriana val

Invert

Invert

From noemail@goucher.edu

Subject

Message

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

Attachments [Attach a file](#)

Submit

Click **Submit** to finish. Click **Cancel** to quit.

Cancel Submit

You will be given a receipt.

Click **OK** to finish.

Select Users

Receipt: Success

Email was sent to the following recipients:  
Frank Smith; adriana val

Monday, August 14, 2006 3:57:20 PM EDT

OK

Click **OK** to exit the **Send Email** page

Send Email

- ▶ [All Users](#)
- ▶ [All Groups](#)
- ▶ [All Teaching Assistant Users](#)
- ▶ [All Instructor Users](#)
- ▶ [Select Users](#)
- ▶ [Select Groups](#)

OK

*Note: Emails from Blackboard are sent to the recipient's Internet email address stored in Blackboard. To check the email you will have to open your personal email account.*