
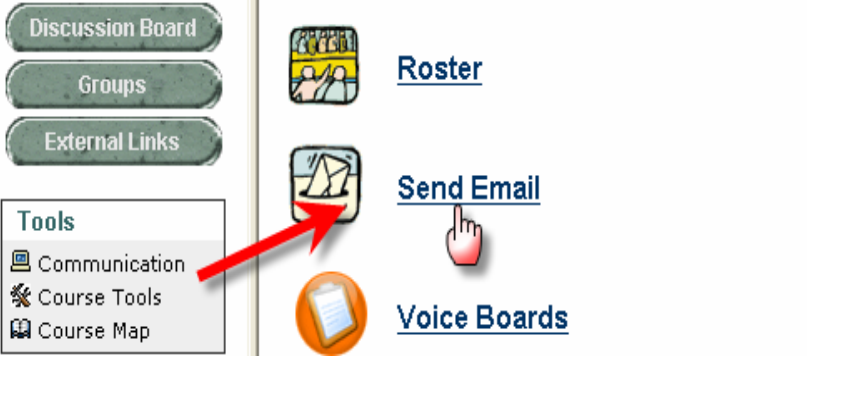


**How to Send Email from Blackboard
Welch Center for Graduate & Professional Studies
Goucher College**

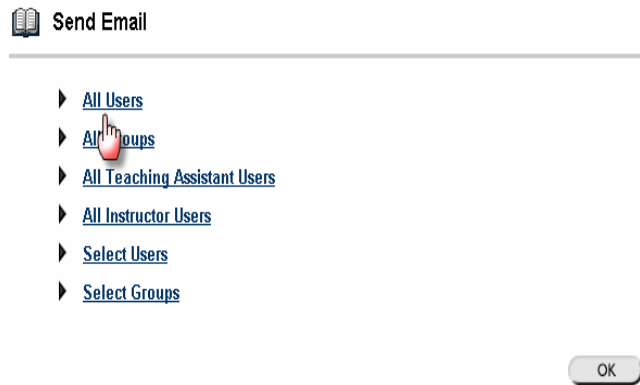
Accessing the Email Function

<p>Emailing from Blackboard</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 Communication 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 the Blackboard navigation menu. On the left, there are buttons for 'Announcements', 'Faculty', 'Syllabus', 'Course Documents', 'Assignments', 'Discussion Board', 'Groups', and 'External Links'. Below these is a 'Tools' section with 'Communication', 'Course Tools', and 'Course Map'. A red arrow points to the 'Communication' tool. On the right, there is a course page for 'ED 677' with a starburst graphic and a date range from August 07, 2006 to August 14, 2006. Navigation buttons for 'VIEW TODAY', 'VIEW LAST 7 DAYS', 'VIEW LAST 30 DAYS', and 'VIEW ALL' are visible.</p>
<p>Click on the link Send Email</p>	 <p>The screenshot shows the Blackboard course navigation area. On the left, there are buttons for 'Discussion Board', 'Groups', and 'External Links'. Below these is a 'Tools' section with 'Communication', 'Course Tools', and 'Course Map'. A red arrow points to the 'Send Email' link in the 'Tools' section. Other links shown include 'Roster', 'Voice Boards', and 'Send Email'.</p>
<p>Send Email page opens</p> <p>There are two options to send an email:</p> <p>All (users, groups, TAs and Instructors) Or Select (users, groups)</p>	 <p>The screenshot shows the 'Send Email' page. At the top, there is a 'Send Email' header. Below it, there is 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 options. 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

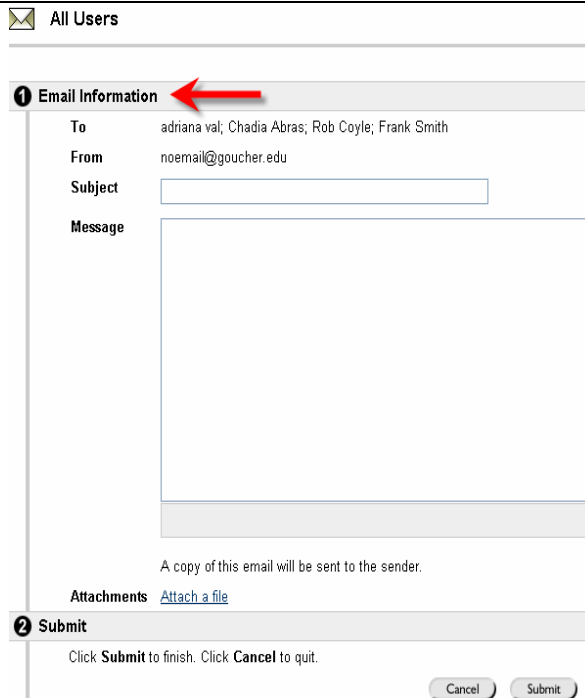
The email information page opens.

1. Email Information

Automatically shows:
To all participants enrolled
From sender's email

Type **Subject** and **Message**

Add a **File Attachment**



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

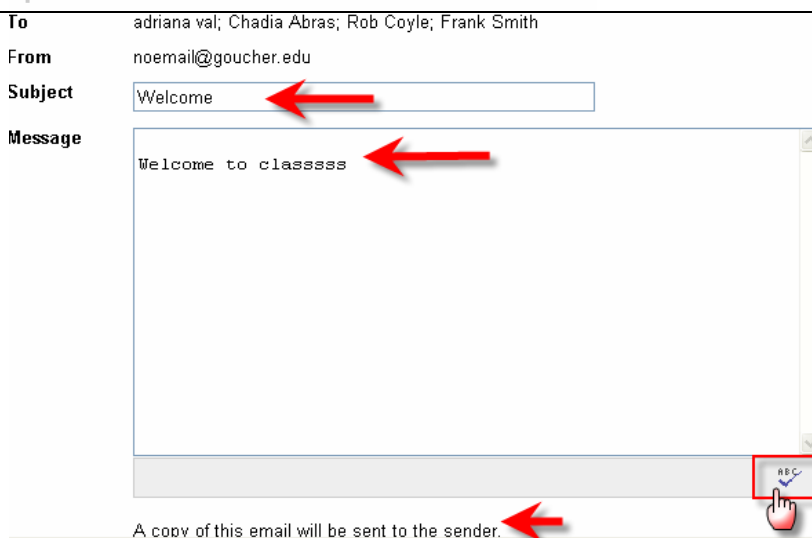
Click **Submit** to finish. Click **Cancel** to quit.

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

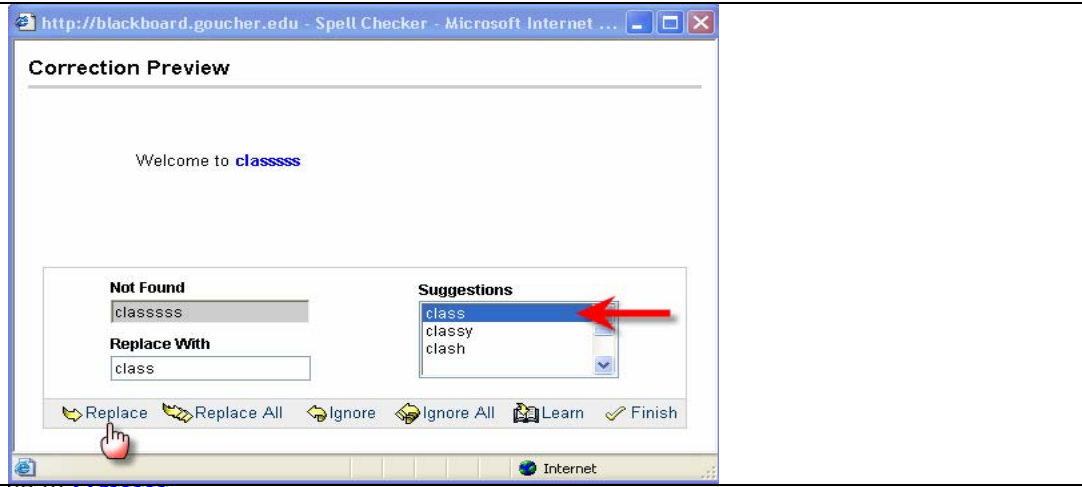
A copy of this email will be sent to the sender.

ABC

The **Correction Preview** window opens

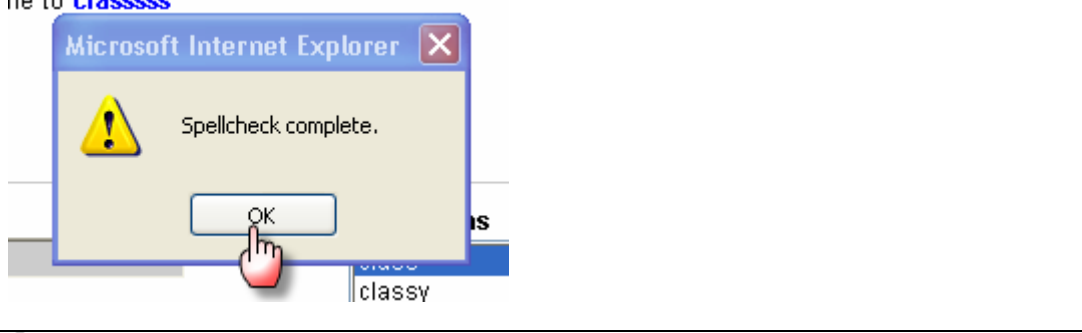
Select the correct word

Click on **Replace**



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

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

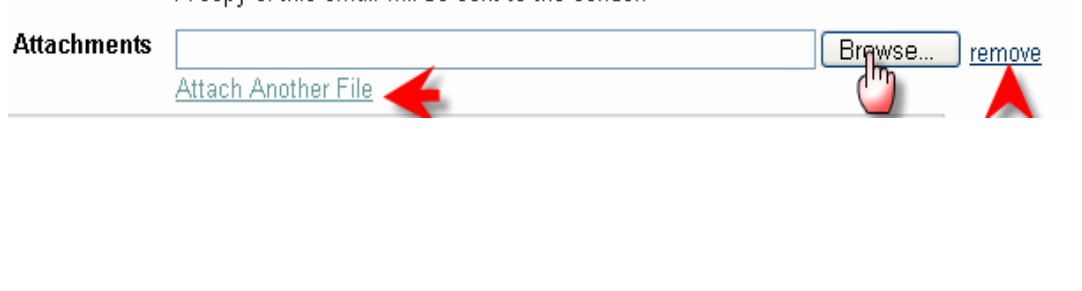


Click on **Attach a file** if you need to send a file with your email.



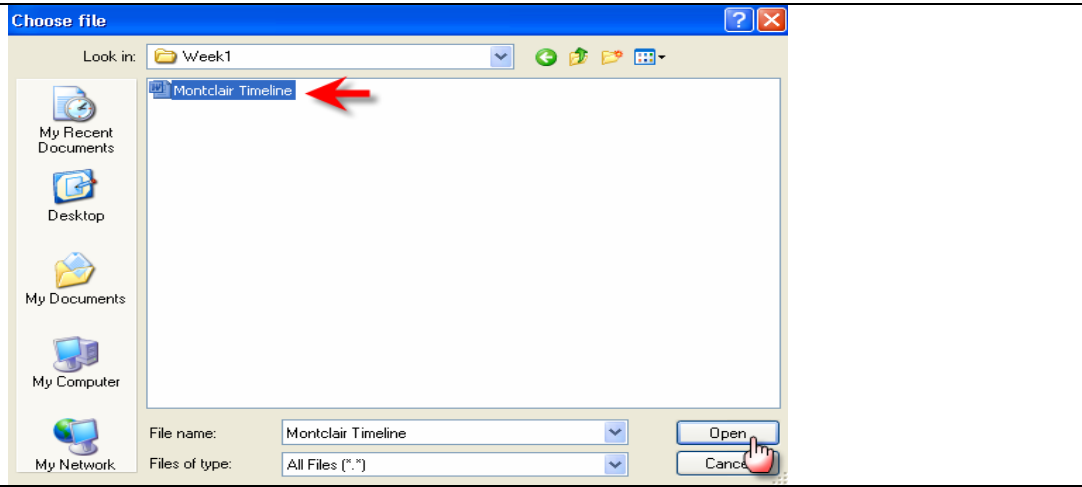
Click **Browse** to find your document

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.