Send Email through Blackboard 9.1

You and your students can send emails through the Blackboard system from within your courses. The following documentation describes how:

Sending Emails through your Blackboard Course:

1. Login to Blackboard.
2. Enter the course within which you wish to work.
3. In the Control Panel, select **Tools**, select **Send Email** from the sub-menu.
4. On the Send Email page, select one of the listed email options:
   a. All Users
   b. All Groups
   c. All Teaching Assistant Users
   d. All Student Users
   e. All Instructor Users
   f. Select Users
   g. Select Groups

**Note:** Ignore the two “Observer” options because the system does not allow Observer Users due to security reasons.

5. After selecting the user pool, enter your message subject and body. The actual message subject will state the course ID before your customized subject line.
6. Click the box if you wish to receive a “Return Receipt.”
7. Attach any files.
8. Click **Submit**.

**Note:** “Messages” are a different method of communication, and are entirely contained within the system. See the “Send Messages through Blackboard 9.1” documentation for more information.