Students: Send Email through Blackboard 9.1

Instructors and students can send emails through the Blackboard system from within a course. These emails are not system-generated notifications and will be directed through the regular email systems. They can be forwarded and replied to like any message sent via your Ohio mailbox. The following documentation describes how:

Sending Emails through a Blackboard Course:

1. Login to Blackboard 9.1.
2. Enter the course within which you wish to work.
3. Select the Tools page from the Course Menu, then choose the Send Email link.
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. Single/Select Users
   g. Single/Select Groups

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

5. Choosing Single/Select Users or Groups will require that you click to highlight the desired recipients from the “Available to Select” list, then click the right-facing arrow to move the selected users or groups into the “Selected” list. Repeat the procedure in reverse to make changes to the recipient list.
6. After selecting the recipients, enter the message subject and body. The actual message subject will state the course ID before the customized subject line.
7. Click to check the box if you wish to receive a “Return Receipt.”
8. Attach any files.
9. 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.