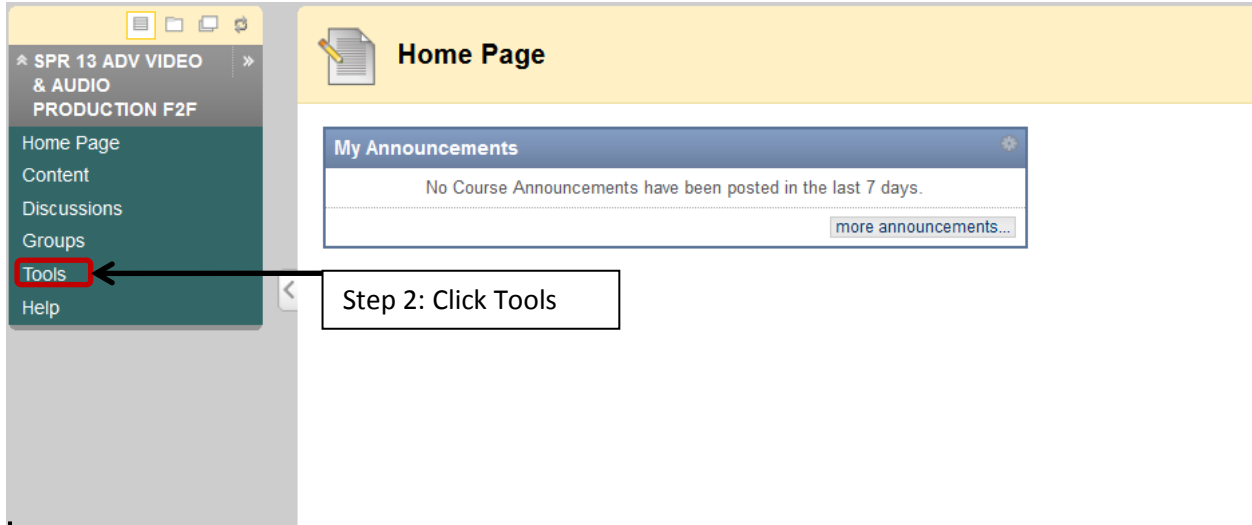
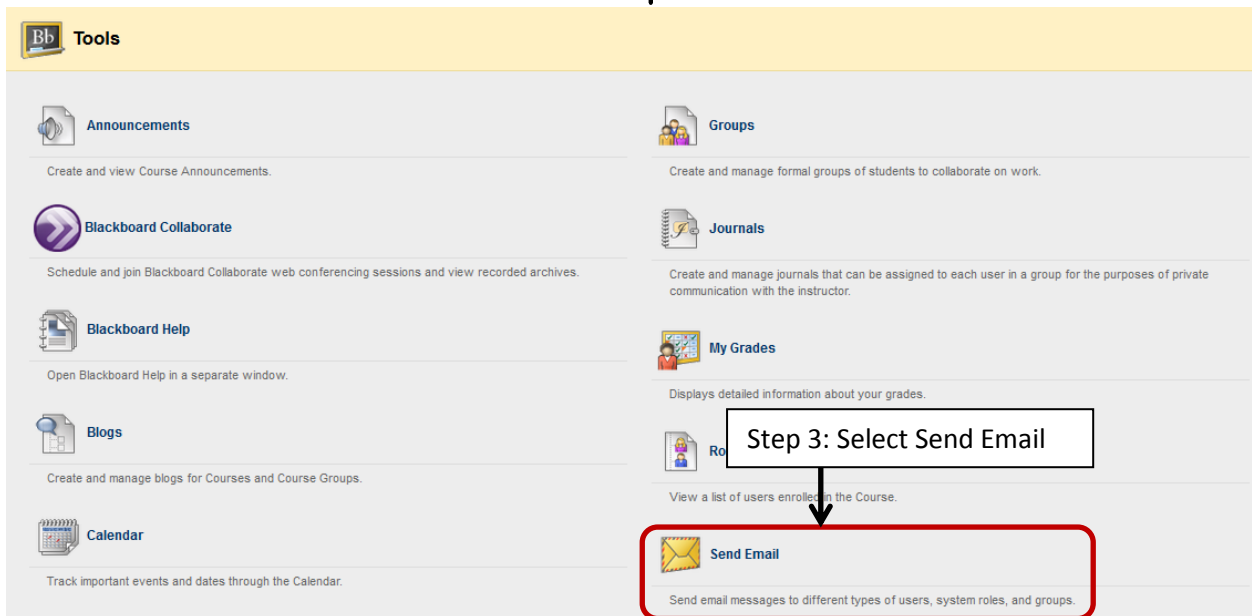


# Accessing Email Function in Blackboard

Step 1: Select the class containing participants you want to send the email to.



The screenshot shows the Blackboard Home Page for a course titled "SPR 13 ADV VIDEO & AUDIO PRODUCTION F2F". The left-hand navigation menu is visible, with the "Tools" option highlighted by a red box and an arrow pointing to it. A callout box labeled "Step 2: Click Tools" is positioned next to the arrow. The main content area shows a "Home Page" header and a "My Announcements" section indicating that no course announcements have been posted in the last 7 days.



The screenshot displays the "Tools" page in Blackboard. The page lists various tools such as Announcements, Blackboard Collaborate, Blackboard Help, Blogs, Calendar, Groups, Journals, My Grades, and Roles. The "Send Email" tool is highlighted with a red box, and a callout box labeled "Step 3: Select Send Email" has an arrow pointing to it. The "Send Email" tool description states: "Send email messages to different types of users, system roles, and groups."

# Accessing Email Function in Blackboard



## Send Email

Instructors can send email to all or selected individual Users, Students, Groups, T

### » All Users

Send email to all of the users in the Course.

### » All Groups

Send email to all of the Groups in the Course.

### » All Student Users

Send email to all of the Student users in the Course.

### » All Teaching Assistant Users

Send email to all of the Teaching Assistant users in the Course.

### » All Instructor Users

Send email to all of the Instructor users in the Course.

### » Select Users

Select which users will receive the email.

### » Select Groups

Select which Groups will receive the email.

Step 4: Click an option that includes the person or people or Click Select Users to manually people.

Subject

Step 4: Fill in the subject area and message area.

Message

Step 4: Click submit to send email.