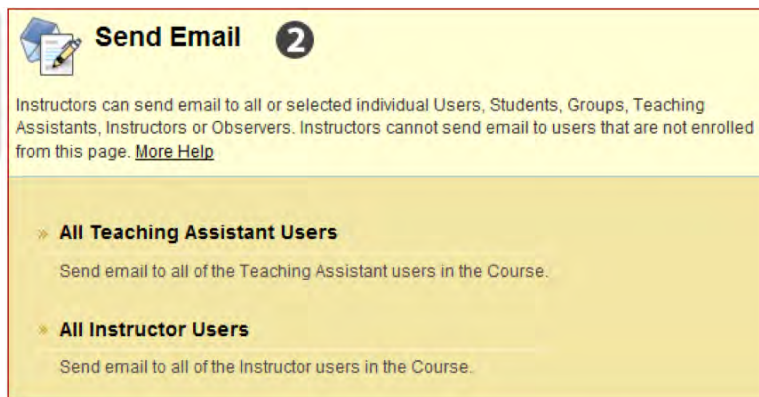
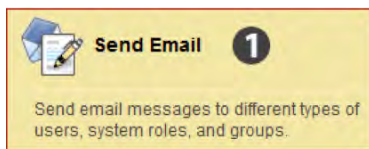




Topic: Sending Email

- 1 Access Tools and click **Send Email**.
- 2 On the **Send Email** page, click the link for the desired recipient group. A new page appears.
- 3 For **Select Users** or **Select Groups**, click to highlight the recipients in the **Available to Select** box and click the right-pointing arrow to move them into the **Selected** box.
- 4 Enter the **Subject** and **Message**.
- 5 Optionally, **Attach** a file.
- 6 Click **Submit**.




NOTE: From a Blackboard 9 course, you cannot send email to anyone who is not a member of the course. In addition, to cut down on student-to-student email abuse, the Send Email tool allows students to send email messages to all teaching assistant users or all instructor users but not to other students. Instructors can re-enable student-to-student email in their courses through their course's **Control Panel > Customization > Tool Availability > Email – Email Settings** [pull-down] link.

 **Select Users**

 Indicates a required field.

6 Cancel Submit

1. Email Information

 **To**

Items to Select

Bedrossian, Asbed

Crispen, Patrick

Lacy, Richard

Miller, Marly

Mullins, John

Crispen, Patrick

3

Invert Selection Select All

Selected Items

Isoyama, Tomoyuki

Kaurlooto, Russell

Khera, Otto

Metros, Susan

Invert Selection Select All


From Patrick Crispen (crispen@usc.edu)

Subject Interested in a study group? **4**

Message

I've appreciated all the posts you have made on the Discussion Board and wondered if anyone would like to have a few study sessions?

Patrick|

abc 

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

Attachments [Attach a file](#) **5**

To select multiple users in a row, hold down Shift and click. To select users out of sequence, hold down the Control Key and click individual users.