

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**.



Send Email 1

Send email messages to different types of users, system roles, and groups.



Send Email 2

Instructors can send email to all or selected individual Users, Students, Groups, Teaching Assistants, Instructors or Observers. Instructors cannot send email to users that are not enrolled from this page. [More Help](#)

- » **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.

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.

Cancel Submit

1. Email Information

* To

Items to Select	Selected Items
Bedrossian, Asbed	Isoyama, Tomoyuki
Crispen, Patrick	Kaurlo, Russell
Lacy, Richard	Khera, Otto
Miller, Marly	Metros, Susan
Mullins, John	
Crispen, Patrick	

Invert Selection Select All Invert Selection Select All

From Patrick Crispen (crispen@usc.edu)

Subject Interested in a study group?

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

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

Attachments [Attach a file](#)

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.