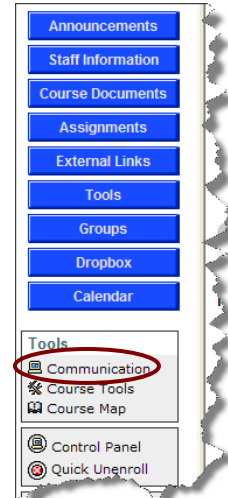


Blackboard

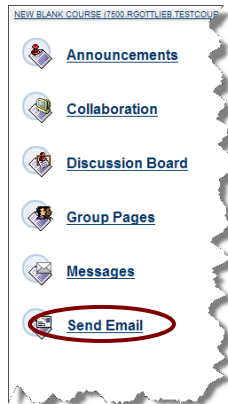
Sending Email in Blackboard

How do I Send Email to People in My Course?

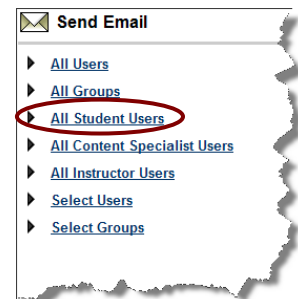
1. While in your Blackboard Course, click **Communication**.



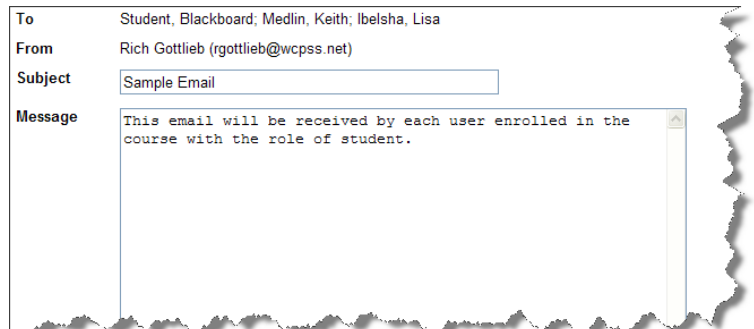
2. Click the **Send Email** link.



3. Select a **category of people** in the course to receive the email.
NOTE: Users will only receive an email if they have configured their email address in Blackboard properly.



4. Type in a **Subject** and a **Message**.



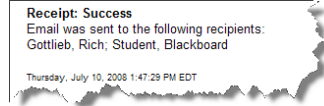
A form for sending an email. The 'To' field is populated with 'Student, Blackboard; Medlin, Keith; Ibelsha, Lisa'. The 'From' field is 'Rich Gottlieb (rgottlieb@wcpss.net)'. The 'Subject' field contains 'Sample Email'. The 'Message' field contains the text: 'This email will be received by each user enrolled in the course with the role of student.'

Blackboard

Sending Email in Blackboard

5. Click .

You will receive a confirmation screen stating the email was sent successfully.



6. Click .