Sending Email through Blackboard

Creating and sending an Email

Blackboard’s **Send Email** feature sends email to anyone enrolled in a Blackboard course through Cardinal Mail. Email is accessed through the email link on the Course Menu. Email can be sent to any student or instructor in a course. The process for sending Blackboard email is completed in the same manner as any other email. You may even attach a document. [Click here for a video explaining how to create and send an email in Blackboard](#).

1. With the **Edit Mode ON**, click the **Email link** on the Course Menu.

2. The **Send Email page** opens offering several email options. Email may be sent to:

   - **All Users** – Allows you to send a message to everyone in the class.
   - **All Groups** – If you have divided the students into groups to work on projects, you can send a message to everyone involved in all of the groups.
   - **All Teaching Assistant Users** – If your class has teaching assistants, access this area to send a message just to those people.
   - **All Student Users** – Allows you to send a message to others students.
   - **All Instructor Users** – Allows you to send a message to an instructor(s).
   - **Single/Select Users** – Provides a list of all the people associated with your Blackboard course and you can choose those you wish to email.
   - **Single/Select Groups** – If you have divided the students into groups to work on projects, you
can send a message to everyone involved in one or more of the groups.

3. Choose **Single/Select User**.
4. Click on an individual name in the **Available to Select** section to choose a recipient.
5. Click on the **arrow** to move the recipient name to the **selected** section. Click the **revert** button to unselect a recipient.
6. Click **Select All** to send an email to the entire class.
7. Type a **subject**.
8. Type a **message**.
9. Click the **Return Receipt** checkbox to receive a receipt so that you know the student received the message.
10. Click **Attach a file** to add an attachment.
11. Click **Submit** to send the message. A copy of the message will arrive in the instructor’s UIW mailbox.