

Blackboard 6: *Send E-mail*

Use the Send E-mail tool to exchange e-mail between participants in the course.

Click on **Send E-mail** in the **Course Tools** control panel (Figure 1).

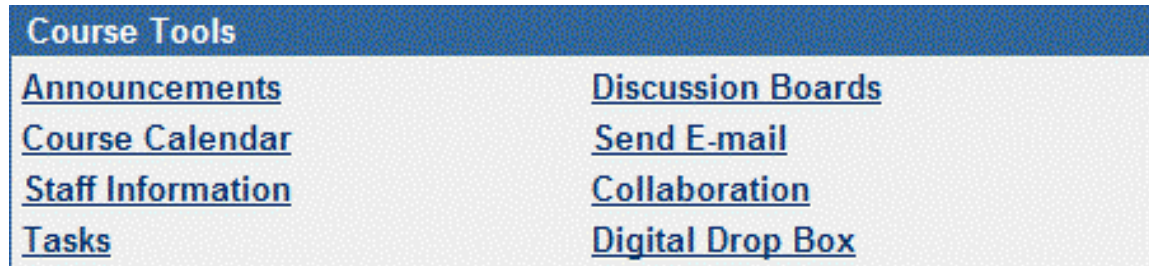


Figure 1 – Course Tools control panel

Select the E-mail Recipients

When the **Send E-mail** page (Figure 2) appears, click on the category of recipients to whom you want to send an e-mail message.

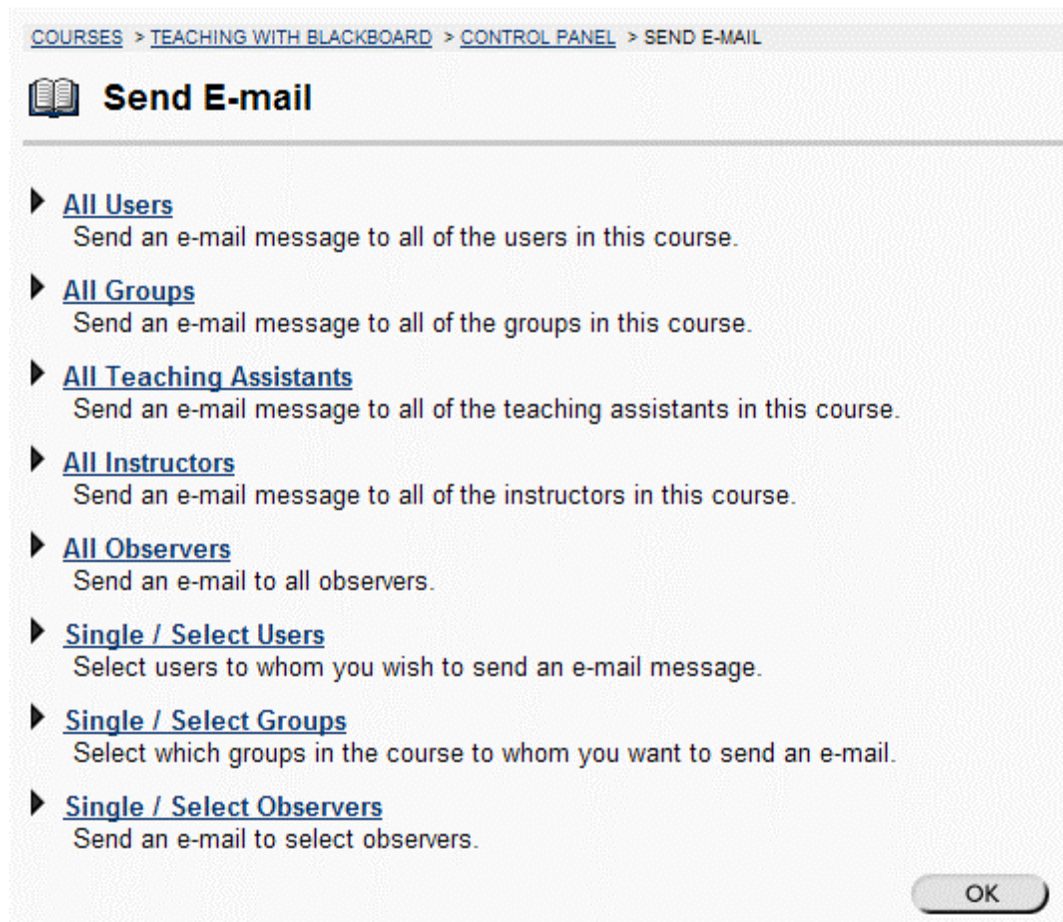


Figure 2 – Individual(s) to whom you can send e-mail

To send an e-mail message to everyone affiliated with the course, click on **All Users**. The All Users page will display the e-mail addresses of everyone connected with the course on the To: line (Figure 3).

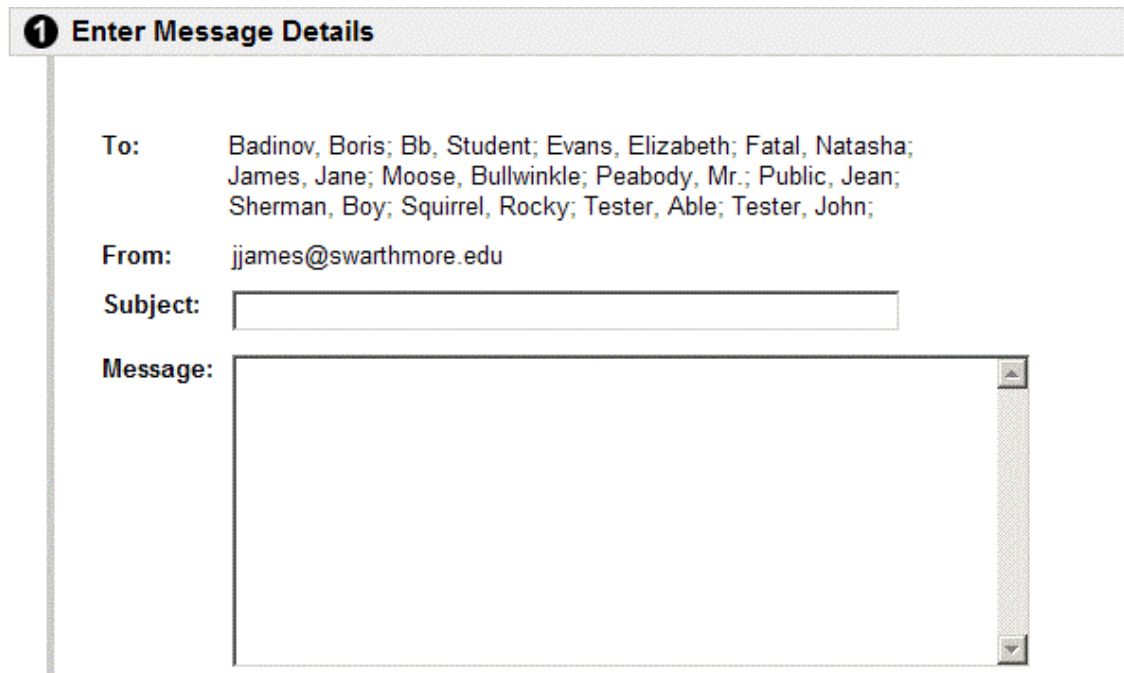


Figure 3 - Sending e-mail to all course participants

To send an e-mail message to one individual or multiple individuals, click on **Single/Select Users**. Their names will appear on the To: line as in Figure 4.



Figure 4 – Sending e-mail to select individuals

Click in the check box to the left of the individual(s) to whom you want to send the message.

Specify Subject and Enter Message Text

Enter a message subject in the **Subject** field and the text of your message in the **Message** field (see Figure 3 on the previous page).

Send Copy of Message to Self

To send a copy of the message to yourself—as well as to the selected individual(s)—click in the check box next to “Send Copy of Message to Self” in the **Set Message Options** portion of the page (Figure 5).

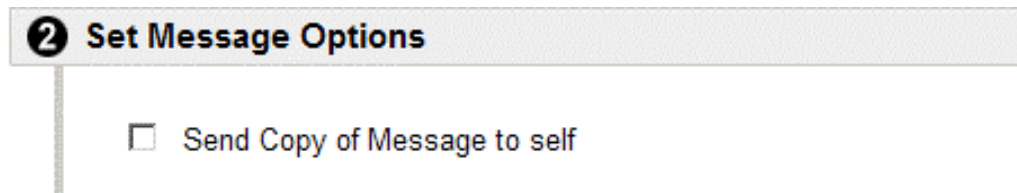


Figure 5 - send copy of message to self

Send an Attachment with the Message

To send an attachment with the message:

1. Click on the **Add** button in the **Add Attachments** portion of the page (Figure 6)



Figure 6 - add an attachment to e-mail message

2. When the next page appears, click on **Browse** to locate the file you want to attach (see Figure 7 on the following page).

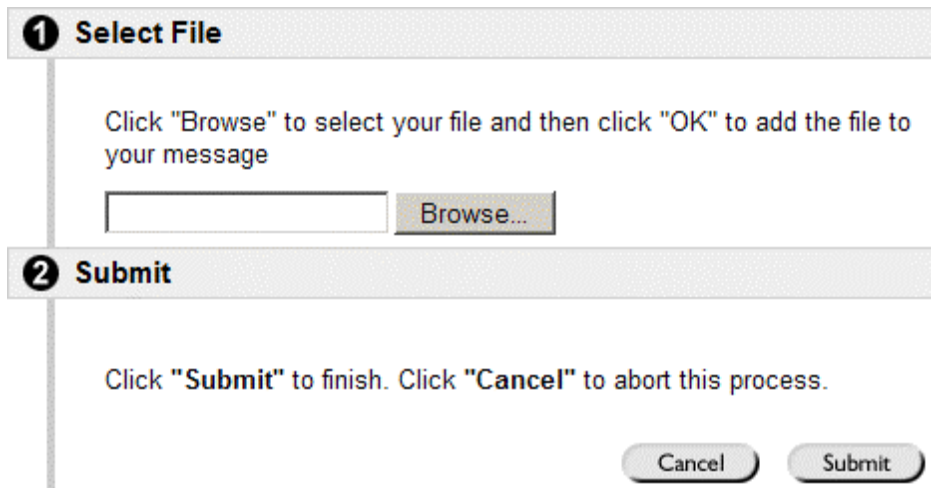


Figure 7 - select file to attach to e-mail message

3. When the **Choose file** (Windows) or **Open** (Macintosh) dialog window appears, locate the file you want to attach and click on **Open**.
4. Click on **Submit** to return to the previous page. The document name—or a portion of the name—will appear in the Add Attachments portion of the page.
If you change your mind about attaching the selected file, click on the **Remove** button.
5. When you're ready to send the message, click on **Submit**, and click on **OK** on the following page.