



Blackboard Course Email

There are **two** different ways to send email-style communication to course users (students and/or co-instructors) in Blackboard:

1. **Course Email:** *From Blackboard to CCSU Email* – email is a send only tool that sends an email from Blackboard to the user’s CCSU email account and cc’s the sender automatically. If the user replies, the reply will return to the sender’s CCSU email account. This is typically easier for students than sending messages through Blackboard. This document will teach you how to send Course Emails.
2. **Course Messages:** *From Blackboard to Blackboard* - using a Blackboard messaging inbox these messages stay within the Blackboard system and do not deliver to CCSU email addresses. When a user replies to a message, it delivers back to the messaging inbox within Blackboard. The benefit of using Course Messages is to provide seamless course organization by keeping all email-style communication within the course shell.

How to Send a Blackboard Course Email

1. Open the course in which you would like to send the Course Email. Then, from the course menu on the left, click **Course Tools** then **Send Email** (Figure 1).
2. Once you click on **Send Email**, you will be presented with multiple recipient options (Figure 2).
 - To send the email to everyone in the course, click on **All Users**.
 - To send the email to select users in the course, click on **Single / Select Users**.
 - You may also select the other options present to send an email to people with specific roles or groups. However, the options outlined above are used most frequently.

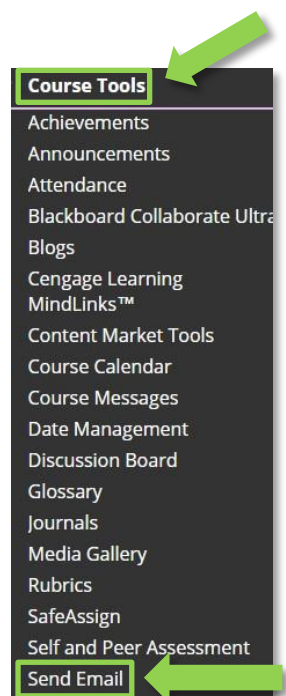


FIGURE 1

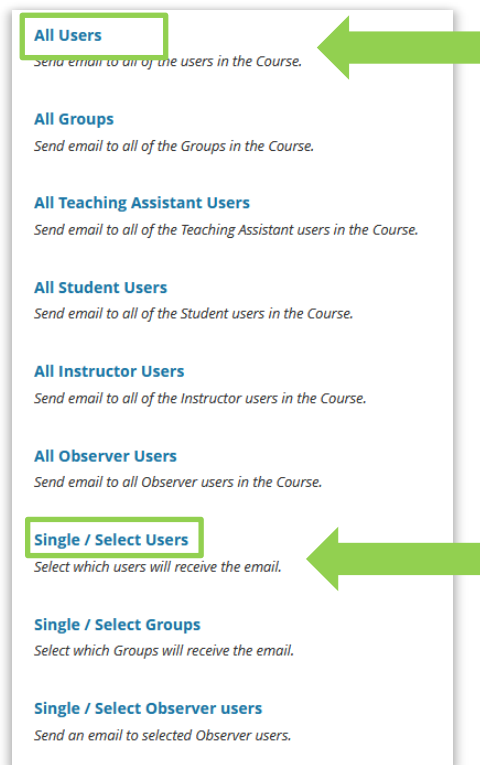




FIGURE 2

Blackboard Course Email

- If you selected an option which requires you to select the users who will receive the email, you will see a section which says **Email Information** (Figure 3).
 - To select a user, first click on their name in the **Available to Select** menu. If you hold the **Ctrl** key on your keyboard while clicking, you can select multiple people at once. The names you selected will turn blue.
 - Next, click on the **right arrow button**  to move the selected users to the **Selected** box.
 - The email will be sent to all the users in the **Selected** box. If you decide you don't want to send the email to one of the users you selected, click on their name, then click on the **left arrow button**  to move them back to the **Available to Select** box.

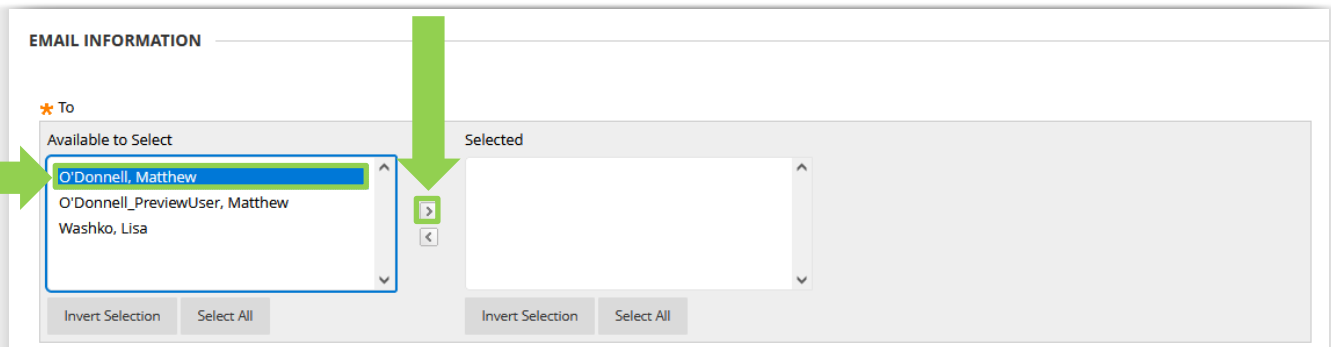


FIGURE 3

- Once you've selected the users to receive the email, scroll down to write your email (Figure 4).
 - First, type a subject for your email in the **Subject** field.
 - Next, write your message in the **Message** field.
 - To add an attachment, click on **Attach a file**. Then, click the **Browse...** button to select the file you'd like to attach.
 - Once you're ready to send the email, click on the **Submit** button.

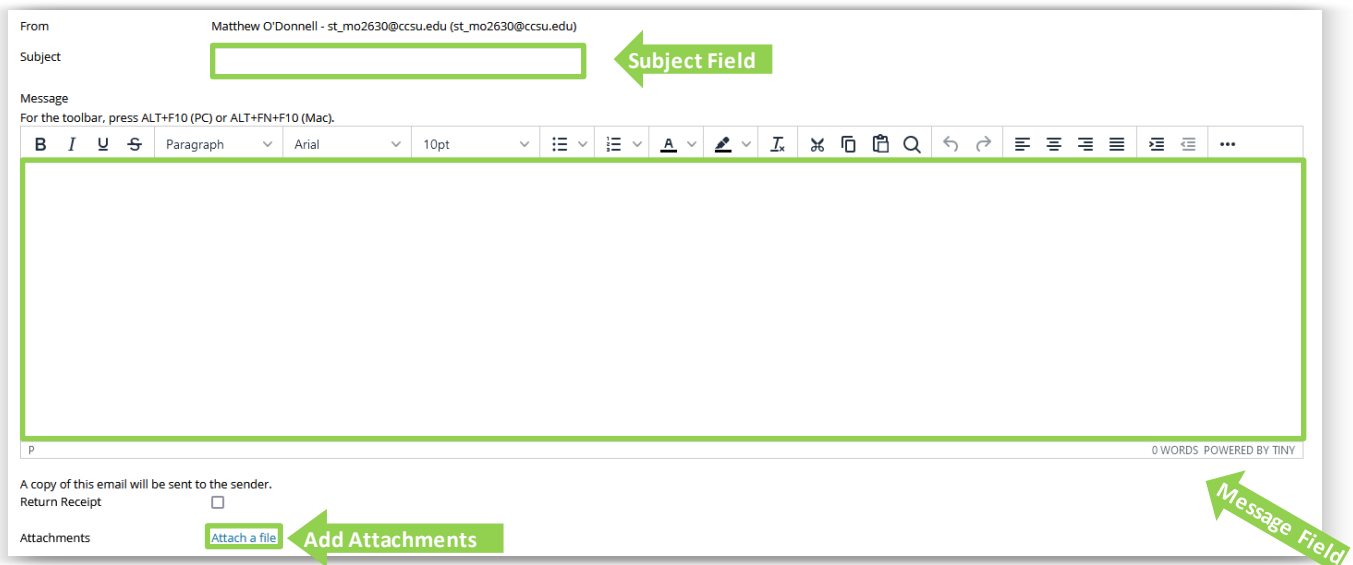


FIGURE 4

- The email will be sent to all the specified user's Central email accounts. They can view the email via Outlook.