

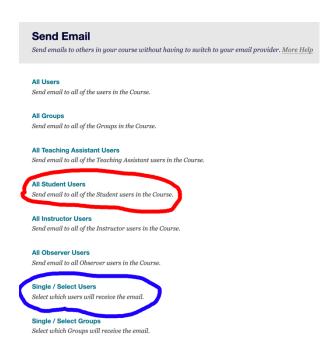
Send an Email in Blackboard

- Blackboard lets you quickly and easily send emails to your students without needing their addresses—and sends you a copy of all messages so you know they were sent. To read emails, you need to continue accessing your email in MySCCC / Outlook.
- 1. In your class website, click Email in the course menu at left.

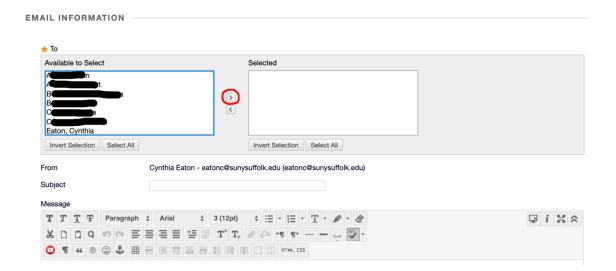
You will see several choices, but two are primarily used: Single/Select Users and All Student Users, as shown at right.

Send an email to one or more individuals

- 1. Click Single / Select Users.
- 2. You'll see a screen that provides the names of everyone in the course, including you as the instructor, in the panel on the left left.



3. Highlight the name(s) of the individuals you wish to email in the left panel. Hold down the Shift key and click to select more than one name.



4. Click the greater than symbol [>] in the center to move the selected name(s) to the panel on the right.

- 5. Fill in the subject line and your message in the areas provided.
- 6. If you wish to include an attachment, click the Attach a file link, then Choose File. Browse for the file you want attached, then click Open.
- 7. Click Send.

Send an email to the entire class

- 1. Click the Email link from your course menu at left.
- 2. Click All Student Users. You will see a list of all of your students in that class at the top of the screen.
- 3. Fill in the subject line and your message in the areas provided.
- 4. If you wish to include an attachment, click the Attach a file link, then Choose File. Browse for the file you want attached, then click Open.
- 5. Click Send.