

## 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.

- 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

- Click Single / Select Users.
- 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.
- 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.

#### Send Email

Send emails to others in your course without having to switch to your email provider. [More Help](#)

##### All Users

Send email to all of the users in the Course.

##### All Groups

Send email to all of the Groups in the Course.

##### All Teaching Assistant Users

Send email to all of the Teaching Assistant users in the Course.

##### All Student Users

Send email to all of the Student users in the Course.

##### All Instructor Users

Send email to all of the Instructor users in the Course.

##### All Observer Users

Send email to all Observer users in the Course.

##### Single / Select Users

Select which users will receive the email.

##### Single / Select Groups

Select which Groups will receive the email.

#### EMAIL INFORMATION

★ To

Available to Select	Selected
<ul style="list-style-type: none"> <li>A [redacted] n</li> <li>A [redacted] t</li> <li>B [redacted]</li> <li>B [redacted]</li> <li>C [redacted] a</li> <li>C [redacted]</li> <li>Eaton, Cynthia</li> </ul>	
<input type="button" value="Invert Selection"/> <input type="button" value="Select All"/>	<input type="button" value="Invert Selection"/> <input type="button" value="Select All"/>

From: Cynthia Eaton - eatonc@sunysuffolk.edu (eatonc@sunysuffolk.edu)

Subject:

Message

- 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.