Sending Email through Blackboard

1) Click on Course Tools, and then Send Email from within the Control Panel.

2) This will take you to the Send Email screen. Instructors can send email to select students or student groups within a class, or to all students within a class.

3) Click on the option that best matches your email need. An email creation page will open. Enter a subject, message, and attach documents as needed.

4) When finished, click Submit.

Note: Mail sent through Blackboard will still go out even if the Mail server is down.