Sending E-Mail

1. Go to your Blackboard Course. Click on Course Tools.

2. Click on Send Email.
3. You may send Email to many different users. Click, for example, on Select Users.

4. You may choose one or two users. Select Items.
5. Add a **Message**.

```
From: Student 01 (student-01@myemail.berkeleycollege.edu)
Subject: Group Project

Message

When should we meet to discuss our Group Project?
```

6. You may attach **files** if you wish. Next, **Submit**.

7. You will receive a **receipt** that your Email was sent.

```
Email was sent to the following recipients:
02, Student
```