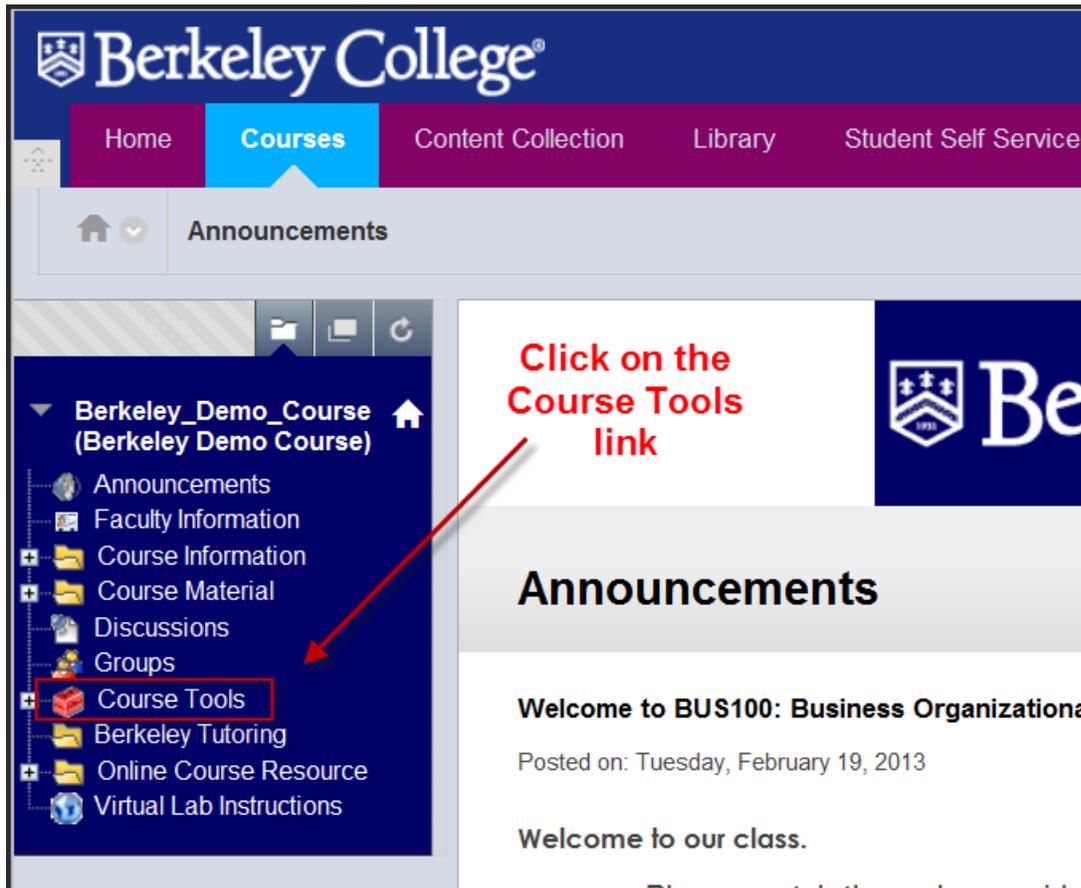


Sending E-Mail in Blackboard

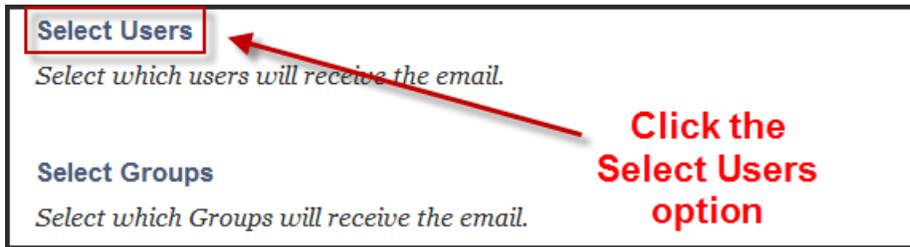
To send email in Blackboard first click on the Course Tools link in the Navigation Panel.



Next, click on Send Email.



To send emails to a specific user click the Select Users option.



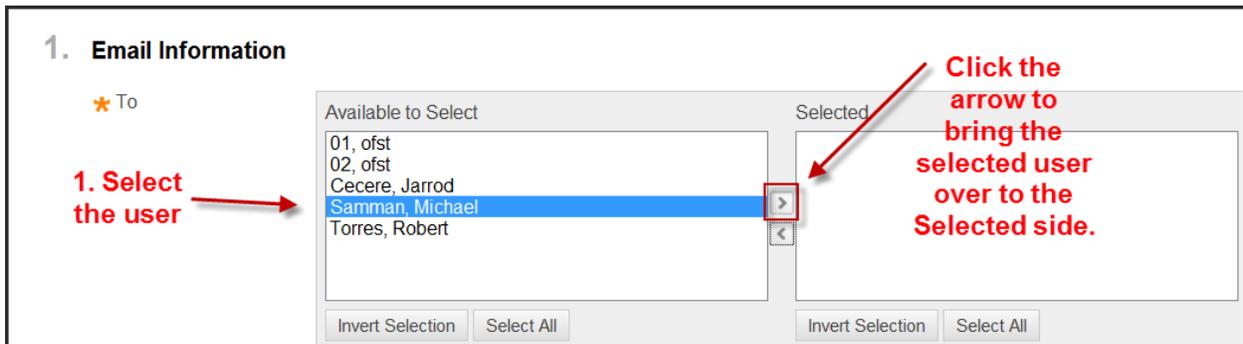
Select Users
Select which users will receive the email.

Select Groups
Select which Groups will receive the email.

Click the Select Users option

Detailed description: This screenshot shows a user interface with two main options: 'Select Users' and 'Select Groups'. The 'Select Users' option is highlighted with a red box and a red arrow points to it from the text 'Click the Select Users option'. Below the options are their respective descriptions: 'Select which users will receive the email.' and 'Select which Groups will receive the email.'

Select a user and click on the arrow to move the user into the **Selected** user list.



1. Email Information

*** To**

1. Select the user

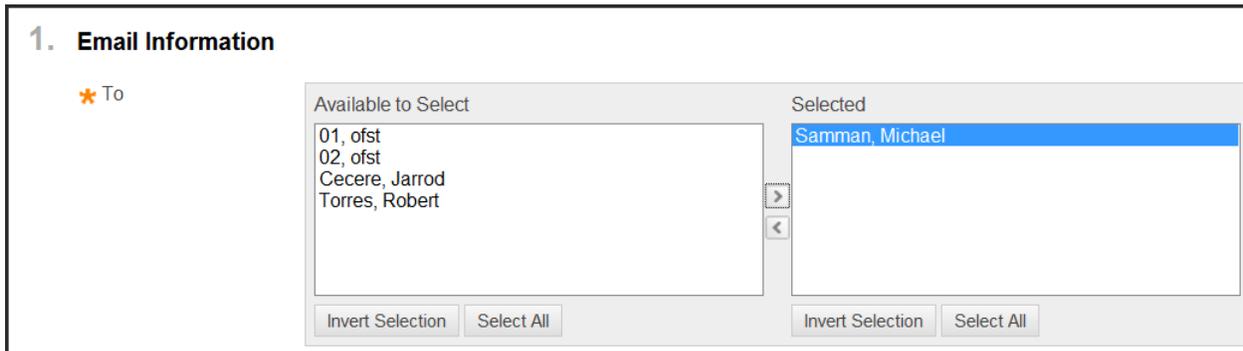
Available to Select

- 01, ofst
- 02, ofst
- Cecere, Jarrod
- Samman, Michael**
- Torres, Robert

Selected

Click the arrow to bring the selected user over to the Selected side.

Detailed description: This screenshot shows the 'Email Information' dialog with the 'To' field. The 'Available to Select' list contains four entries: '01, ofst', '02, ofst', 'Cecere, Jarrod', and 'Samman, Michael'. 'Samman, Michael' is highlighted in blue. A red arrow points to the right arrow button between the two lists. The 'Selected' list is currently empty. Below each list are 'Invert Selection' and 'Select All' buttons.



1. Email Information

*** To**

Available to Select

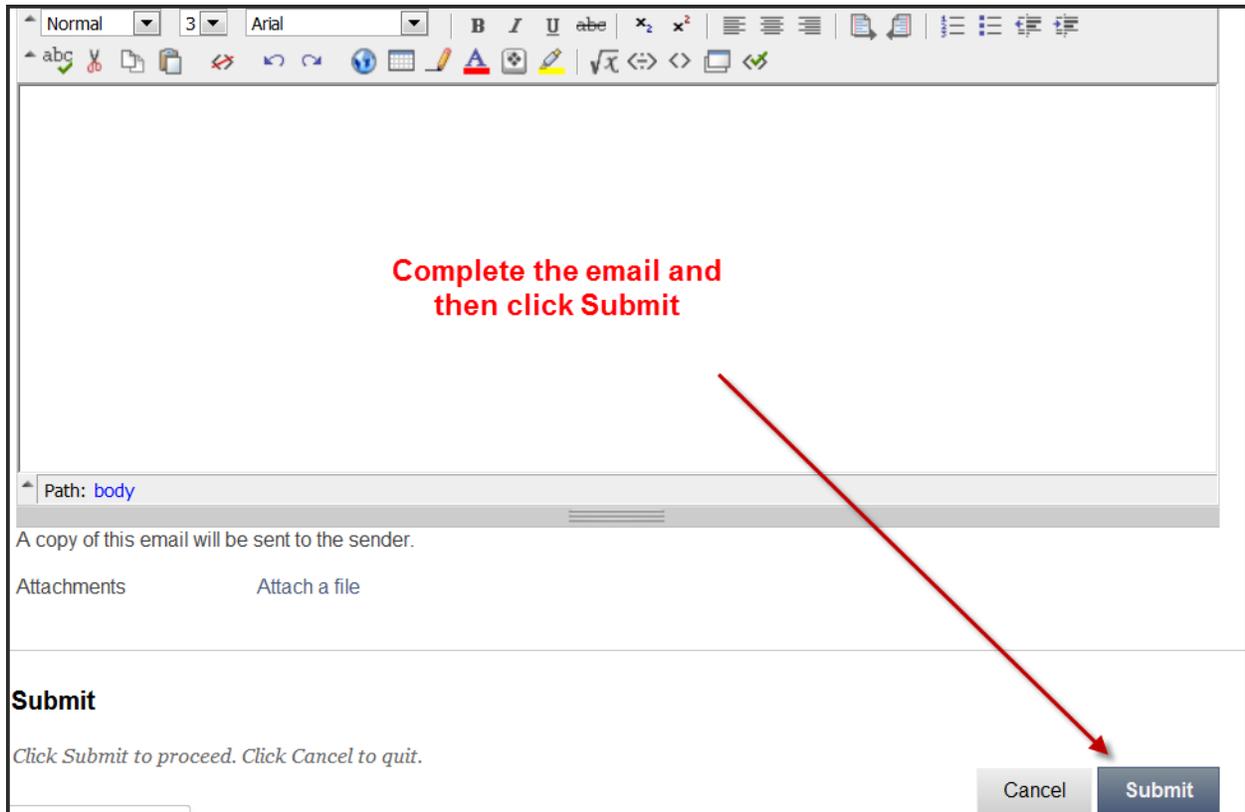
- 01, ofst
- 02, ofst
- Cecere, Jarrod
- Torres, Robert

Selected

- Samman, Michael**

Detailed description: This screenshot shows the same 'Email Information' dialog as the previous one, but now 'Samman, Michael' has been moved to the 'Selected' list and is highlighted in blue. The 'Available to Select' list now only contains the three other entries: '01, ofst', '02, ofst', and 'Torres, Robert'. The 'Invert Selection' and 'Select All' buttons are still present below each list.

Complete the email and click Submit.



The image shows a screenshot of an email composition interface. At the top, there is a rich text editor toolbar with options for font style (Normal), size (3), font family (Arial), and various text formatting tools like bold, italic, underline, and text color. Below the toolbar is a large text area for writing the email content. In the center of this text area, the text "Complete the email and then click Submit" is written in red. A red arrow originates from this text and points diagonally down and to the right towards the "Submit" button. Below the text area, there is a status bar showing "Path: body". Underneath that, a message states "A copy of this email will be sent to the sender." followed by an "Attachments" section with an "Attach a file" button. At the bottom of the window, there is a "Submit" section with the instruction "Click Submit to proceed. Click Cancel to quit." and two buttons: "Cancel" and "Submit". The "Submit" button is highlighted in a darker shade.