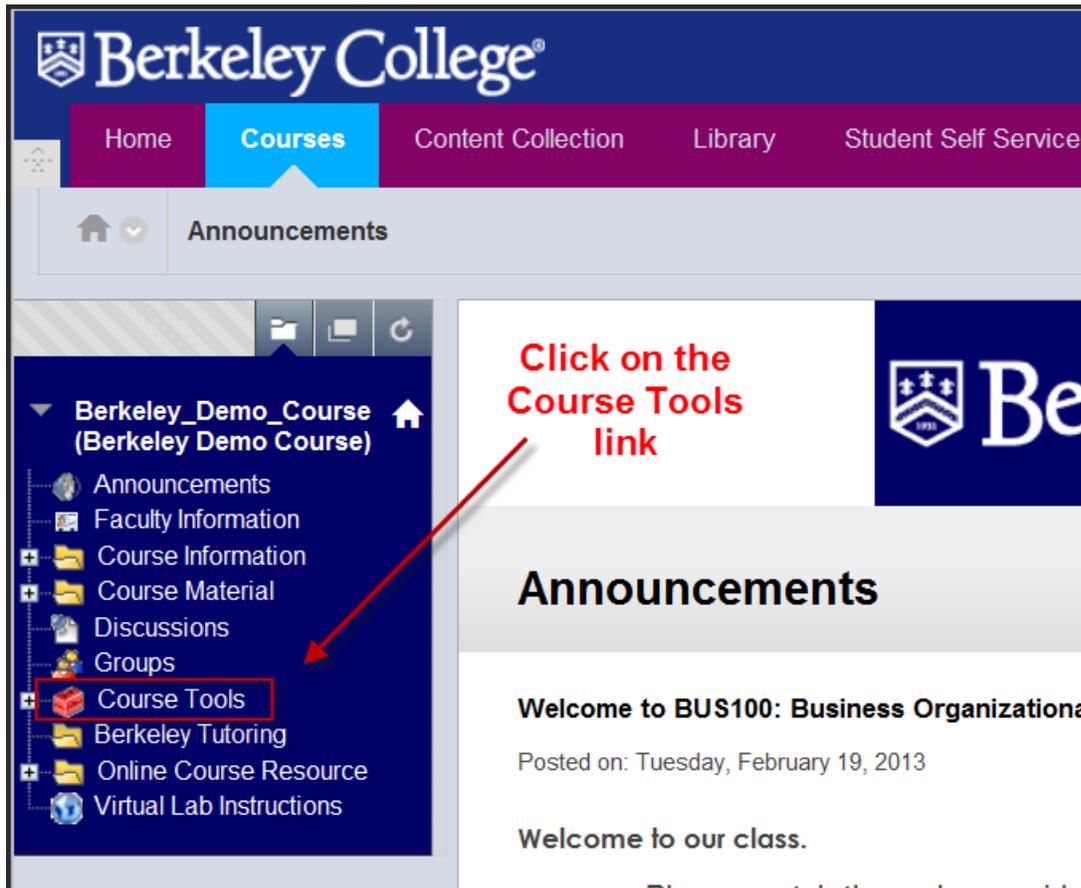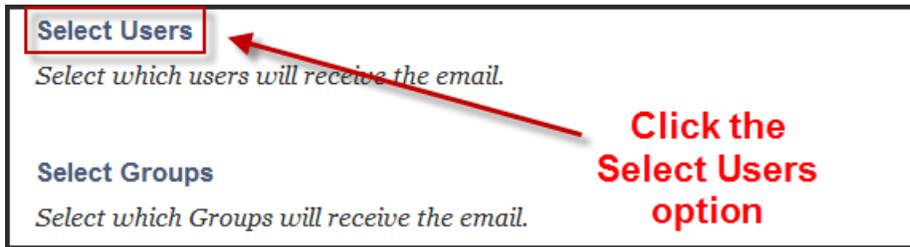# Sending E-Mail in Blackboard

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



Next, click on Send Email.

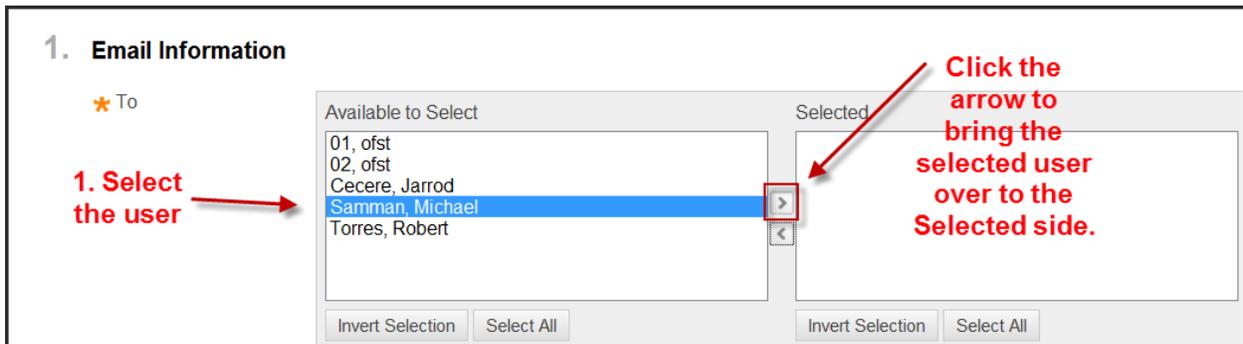To send emails to a specific user click the Select Users option.

**Select Users**

Select which users will receive the email.

Click the
Select Users
option

**Select Groups**

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

Available to Select
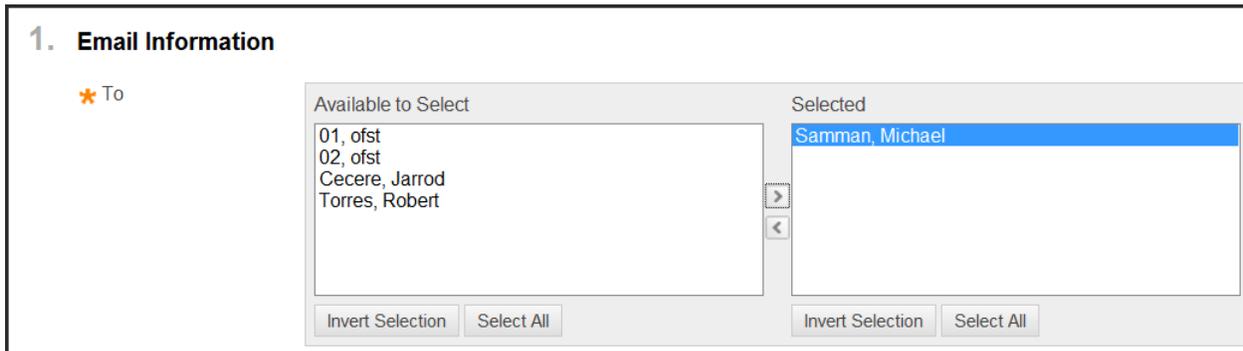
01, ofst
02, ofst
Cecere, Jarrod
Samman, Michael
Torres, Robert

1. Select
the user

Selected

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

Invert Selection    Select All

Invert Selection    Select All

1. **Email Information**

★ To

Available to Select

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

Selected

Samman, Michael

Invert Selection    Select All

Invert Selection    Select All

Complete the email and click Submit.