

# Emailing Students from Your Blackboard Course

The **Send E-mail** tool is a quick and easy way instructors can send e-mail to students who are participating in their Blackboard course. You can e-mail individual students, groups of students or all course members directly from your course. However, this tool can not be used to send email to others, outside of the course, via the Internet.

**Step 1:** Click on the **Control Panel** button.

**Step 2:** Click Send E-mail in the **Course Tools** area

Course Tools	
<a href="#">Announcements</a>	<a href="#">Send E-mail</a>
<a href="#">Course Calendar</a>	<a href="#">Collaboration</a>
<a href="#">Staff Information</a>	<a href="#">Digital Drop Box</a>
<a href="#">Tasks</a>	<a href="#">Link Checker</a>
<a href="#">Discussion Boards</a>	

**Step 2:** Click on the link for one of the options for sending e-mail. The most common options are to send email to **All Users** or to **Select Users**.

## Send E-mail

- ▶ [All Users](#)
- ▶ [All Groups](#)
- ▶ [All Teaching Assistants](#)
- ▶ [All Instructors](#)
- ▶ [Select Users](#)
- ▶ [Select Groups](#)

- **All Users:** Sends the same email message to **all users** in a specified course.
- **All Groups:** Sends email to all of the groups in a specified course.
- **All Teaching Assistants:** Sends email to all of the teaching assistants in a specified course.
- **All Instructors:** Sends email to all of the instructors for a specified course.
- **Select Users:** Sends email to a **single user** or **select users** in a specified course.
- **Select Groups:** Send email to a single group or select groups in a course.

**Step 3:** Click on the **Select Users** link, **select the individual user(s)** to whom you wish to send an email and then type in your subject and message.

## Select Users

### 1 Recipients

To:  Mills, Ron  student, auto  
 Student, Joe  Student, Ron  
 student, your  student01, student01

Click on the box(es) to **select the individual(s)** to whom you wish to send an email.

### 2 Enter Message Details

From: rmills@georgianc.on.ca

Subject: Your first assignment is past due

Message: The first assignment, "How To Utilize Blackboard in the Classroom", was due last Friday by 4:30 p.m. Please contact me ASAP to discuss this!

Type in a **Subject** for the email.

Type in the **Message** you wish to convey in the email.

**Step 4:** Click the **Submit** button to send the email.