How to Setup and Send Email through Blackboard

To send email to students enrolled in your Blackboard course, equip your Blackboard course with an email tool. Through the email tool, instructors can send email to all or selected individual users, students, groups, teaching assistants, instructors or observers. Email sent to students will be received at their individual MATC Gmail accounts. A copy of the sent message will be sent to the instructor’s Novell email inbox.

Instructors cannot send email to users that are not enrolled in the course from this page.

SET UP

1. In the course content navigation panel, click the blue plus-sign button and SELECT “CREATE TOOL LINK” from the create item pop-up menu.

2. SELECT the “EMAIL” tool from the list of tool-types in the “Add Tool Link” menu.
3. If you would like to make this tool available for students and other users to send email from inside Blackboard, CHECK the “AVAILABLE TO USERS” checkbox. Give your email tool a logical name and click submit.

4. Next, you must set the availability options of the email tool. Scroll down to the CONTROL PANEL and click on the double-down arrows next to CUSTOMIZATION. Select the “TOOL AVAILABILITY” link.
5. On the Tool Availability page, scroll down to the EMAIL TOOL and click on the DOUBLE-DOWN ARROWS. A pop-up menu will appear. SELECT the “Email Settings” link.

6. On the “Email Settings” page, CHECK all USER OPTIONS that you would like to have when using the email tool. Then, click submit.
**SENDING EMAIL**

1. To use the email tool, select the email content area button from your content area navigation. This will take you to the Send Email page and a list of options to choose from. For example, to send an email to all users with access to the course, such as students, instructors, and teacher’s assistants, **CLICK “ALL USERS”**.

   ![Send Email Interface](image)

   - **All Users**: Send email to all of the users in the Course.
   - **All Groups**: Send email to all of the Groups in the Course.
   - **All Teaching Assistant Users**: Send email to all of the Teaching Assistant users in the Course.
   - **All Student Users**: Send email to all of the Student users in the Course.

2. A simple email interface will appear on the next page, supplied with sender and recipient email addresses. Simply add a subject line and message. You may add an attachment if you like by clicking “Attach File”. When done, click submit. A confirmation message will appear on screen. A copy of the email will be sent to your Novell email inbox as confirmation as well.

   ![Send Email Interface](image)