

Blackboard for Students Emailing within Bb

To send individual and group emails from within your course click **Tools** from the course menu.

From here select Send Email.

You have the option to send an email to All Users, All Groups, different user roles or Select Users and Groups.

To send an email to a specific person or persons, choose **Select Users**.

Highlight your recipients and move them to the selected box. To select multiple users hold down the control key on a PC, or the command key on a mac, and click the recipient's name.

Type the subject of your email and your message.

To add an attachment click **Attach a file** and follow the steps to locate and attach the file from your computer.

When ready, click **Submit** to send the email.

A notice will appear at the top of the screen notifying you that the email was sent. The recipient will receive the email to their Brandman email and you will receive a copy of the email. Replies, and any e-mails sent to you from within the course, will be sent directly to your Brandman student email.

