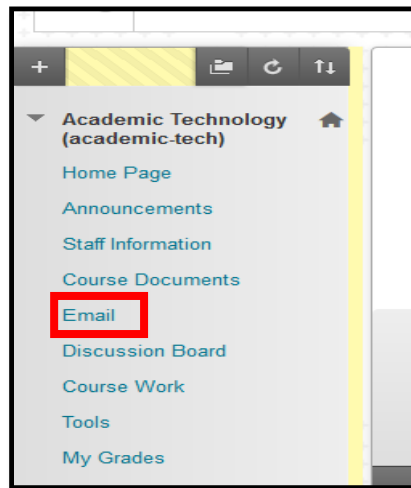


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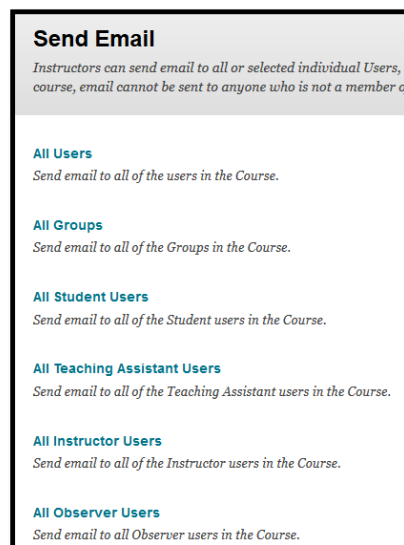
SENDING EMAIL FROM BLACKBOARD

Instructors can send email to all or selected individual users, students, groups, Teaching Assistants, Instructors or Observers.

1. In the course shell menu on the left side, **click Email**.



2. **Click on your preferred option** (All Users, Single/Select Users, All Teaching Assistants, etc.)



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3. Type in a **Subject heading and a Message.**

The screenshot shows an email composition interface. At the top right are 'Cancel' and 'Submit' buttons. Below is the 'EMAIL INFORMATION' section. The 'To' field contains a list of names. The 'From' field is 'Megan R Burke (mburke@pace.edu)'. The 'Subject' field contains 'Reminder'. The 'Message' field contains 'Please remember to...'. Below the message field is a rich text editor toolbar. At the bottom, there is a 'Path: p' field, a 'Return Receipt' checkbox, and an 'Attachments' section with an 'Attach a file' link. A red arrow points to the 'Submit' button, and red boxes highlight the 'Subject', 'Message', and 'Attach a file' fields.

4. If desired, attach a file by clicking **the Attach a File link.**
5. **Click Submit.**