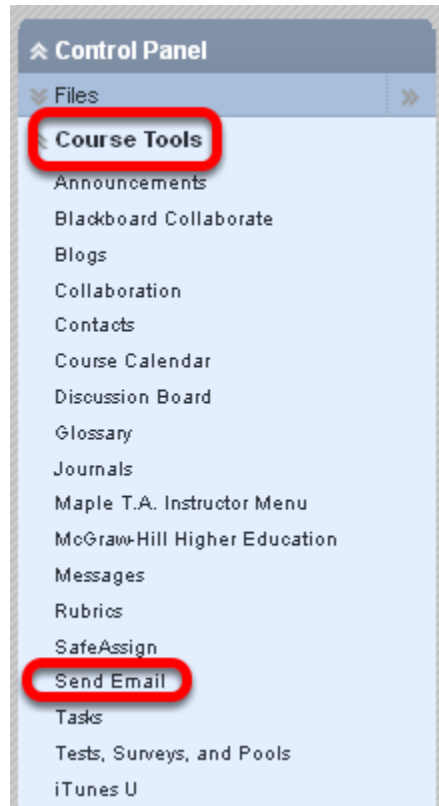


Sending Email

1. Go to the Control Panel of your course, select Course Tools, and click on Send Email



2. Choose the group you would like to send email to from the list. For all students, click All Student Users. For an individual student, use the Select Users option.

» **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 Student Users**
Send email to all of the Student users in the Course.

» **All Teaching Assistant Users**
Send email to all of the Teaching Assistant users in the Course.

» **All Instructor Users**
Send email to all of the Instructor users in the Course.

» **Select Users**
Select which users will receive the email.

NOTE: Emails sent in this fashion WILL be sent outside of Blackboard to the student's Suffolk email address.

3. To Send an email to a select few students, you must select those users from a list

1. Select the names of the individuals
2. Click the arrow pointing to the right
3. The highlighted names will appear as "Selected" and will receive the email once it is sent

3. Type a subject and message, and attach a file as desired. Click Submit when you are ready to send.

