

## Send an Email

### Overview

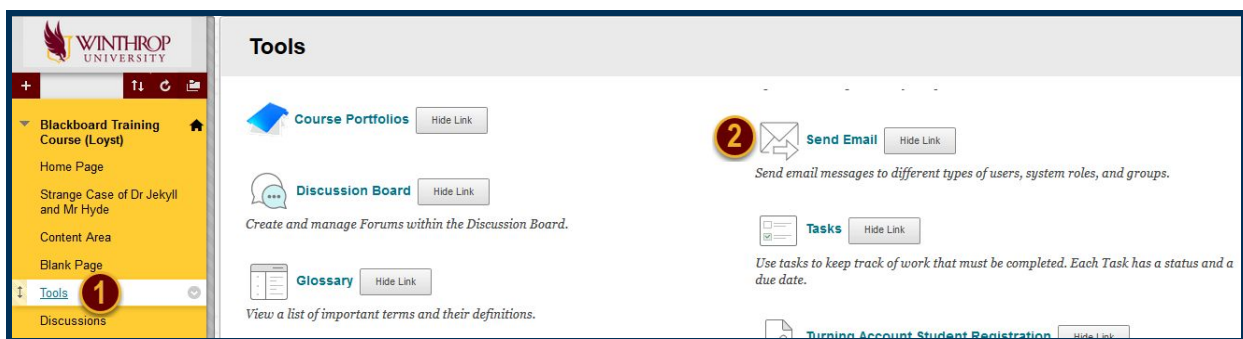
This tutorial will explain how to **Send an Email**. While using Blackboard, you can send emails to anyone in your course without leaving the program. Emails will be sent from the Winthrop University email address paired with your account.

### Quick Steps

Homepage > Tools > Send Email > Select Users > Compose

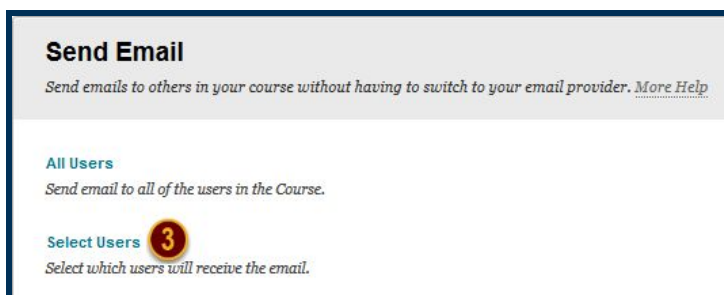
### Step 1

To send an Email, you must first access the Send Email tool. The Send Email tool can be found from the Course Menu. Click on *Tools* [1], then select the “Send Email” option [2].



### Step 2

From the Send Email page, select a user or groups of users from the list. Choices include “All Users,” “All Groups,” “All Teaching Assistant Users,” “All Student Users,” “All Instructor Users,” “All Observer Users,” “Select Users,” “Select Groups,” and “Single / Select Observer Users.”



This tutorial assumes you have selected the “Select Users” option.

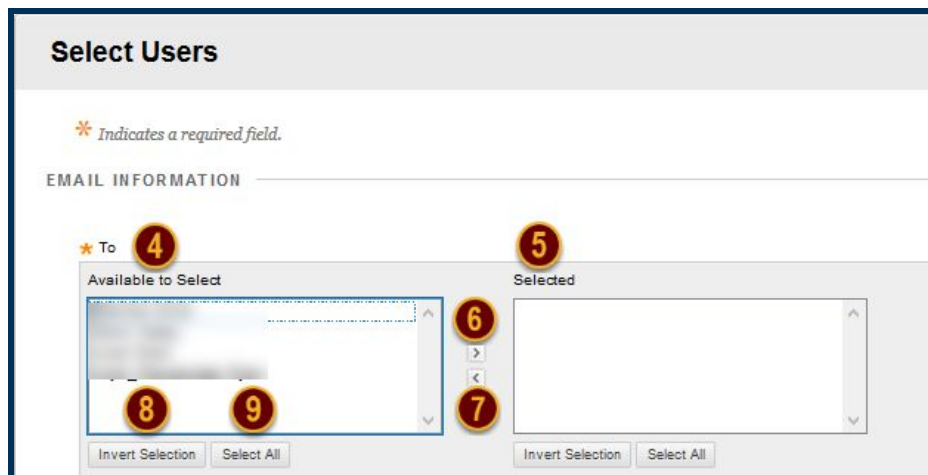
### Step 3

On the Select Users page, scroll to the Email Information section. After the *To* option, you will find two menus: “Available to Select” [4] and “Selected” [5] separated by two *Move to list...* icons (right and left arrows).

Select a user in the “Available to Select” menu, and then click the *Move to list of selected items* icon [6] to add the user to the recipients list.

If you accidentally add the wrong user, select the user in the “Selected” menu and then click the *Move to list of available items* icon [7].

You can also use the *Invert Selection* button [8] to swap the menus, or the *Select All* button [9] to select all users.



### Step 4

After selecting your recipients, use the Subject field to create a subject for the email, and use the Message editor to compose your email.

Like all Content editors in Blackboard, you can add images, video, hyperlinks, etc. using the toolbar.

You can also attach files by clicking *Attach a File* following the Attachments option.

### Step 5

When you are finished composing your email, click the *Submit* button. You will receive a copy of the email, as well, in your email inbox.