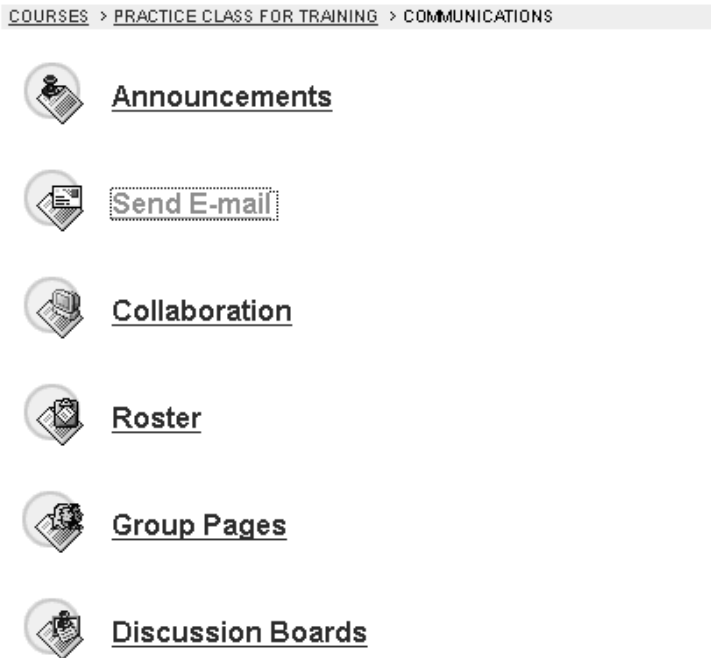


## Email

Blackboard offers students and instructors an email function that allows you to send email messages to other students and instructors. This is different from the Discussion Board option because email message goes directly to the person in the *To* field and no one but the intended recipient sees it. This feature is also different from the "messages" section as there is no record of the sent emails or the received emails. If you would like to have records of your communication with others in the class we encourage you to use the "messages" section.

Follow the directions below to send an email message:

1. Click on the **Communication** button to display the *Communications* page, pictured below.



2. Click on the **Send Email** link to display the *Communications* mail page, pictured below.

- ▶ All Users
- ▶ All Groups
- ▶ All Teaching Assistants
- ▶ All Instructors
- ▶ All Observers
- ▶ Select Users
- ▶ Select Groups
- ▶ Select Observers

3. Click on the link corresponding to the intended recipient to display the *Message Details* page, pictured below. This example uses *All Instructors* as the intended recipient.
4. Click in the *Subject* field and type a subject for the message.
5. Click in the *Message* field and type the contents of the message.
6. Scroll down to the *Set Message Options* area, pictured below.

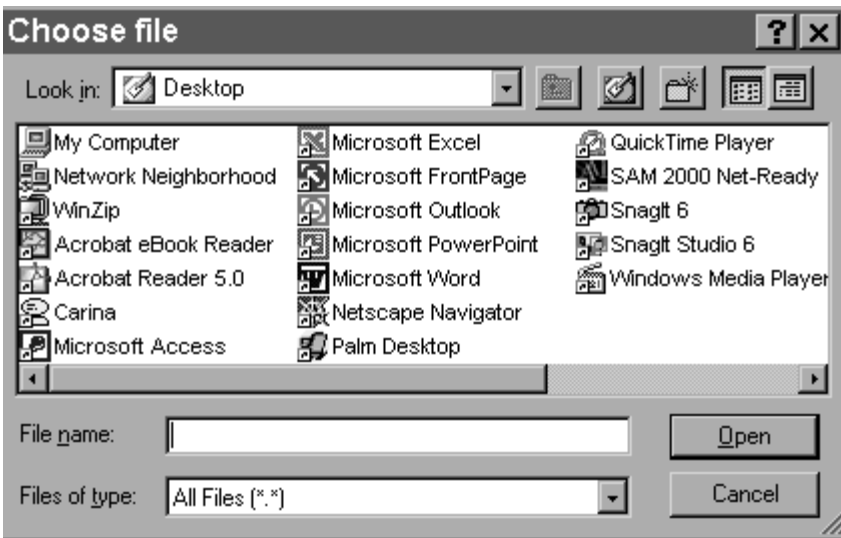
The screenshot shows a section titled "2 Set Message Options" with a checkbox labeled "Send Copy of Message to self". Below this is a section titled "3 Add Attachments" with an "Add" button. At the bottom is a section titled "4 Submit" with the instruction "Click 'Submit' to finish. Click 'Cancel' to abort this process." and two buttons labeled "Cancel" and "Submit".

7. Click to identify if you want a copy of the message sent to you.
8. Click on the **Add** button if you want to add an attachment to the message.

**Note:** Clicking on the **Add** button displays the *Select File* screen, pictured below.

The screenshot shows a breadcrumb trail: COURSES > PRACTICE CLASS FOR TRAINING > COMMUNICATIONS > SEND EMAIL > ALL INSTRUCTORS. Below this is a header "All Instructors" with a book icon. The main section is titled "1 Select File" and contains the instruction "Click 'Browse' to select your file and then click 'OK' to add the file to your message". There is a text input field and a "Browse..." button. At the bottom is a section titled "2 Submit" with the instruction "Click 'Submit' to finish. Click 'Cancel' to abort this process." and two buttons labeled "Cancel" and "Submit".

- a. Click on the **Browse** button to open the *Choose File* dialog box, pictured below.



- b. Locate the file you want to send.
  - c. Click on the **Open** button to select the file and return to the *Select File* page.
  - d. Click on the **Submit** button to add the attachment to the message and return to the original message page.
9. Scroll down to the bottom of the page.
  10. Click on the **Submit** button to send the message.