

## Blackboard Learn

### Using Course Email

If enabled by the course administrator, you may send email from within Bb Learn. You will see a link on the left nav entitled:

Course Mail

When you click on this link, you will see multiple options for sending an email. We recommend that you select the options

**Single / Select Users.**

By selecting this option, you will select the individual(s) within the course that you wish to email. Select their name and then click the arrow to add them to the **Selected** field.

*Always double-check before you send the email that you are sending only to those individuals that you wish to receive your message!*

**1. Email Information**

✱ To

Available to Select	Selected
Barrett, Andrea	
Delaney, Andrea	
Green, Lucy	
Lacasse, Patricia	
Morin, Lee	
Test, Student	
Test Student AB 102, AB 102	
User1 Test	

#### 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 Teaching Assistant Users

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

#### All Student Users

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

#### All Instructor Users

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

#### All Observer Users

*Send email to all Observer users in the Course.*

#### Single / Select Users

*Select which users will receive the email.*

#### Single / Select Groups

*Select which Groups will receive the email.*

#### Single / Select Observer users

*Send an email to selected Observer users.*

If you wish to learn more about using the Course Email tool, please view the short video listed on the Blackboard YouTube page for students, [How to Send Email in Blackboard Learn](#).