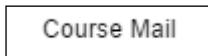


Blackboard Learn

Using Course Email

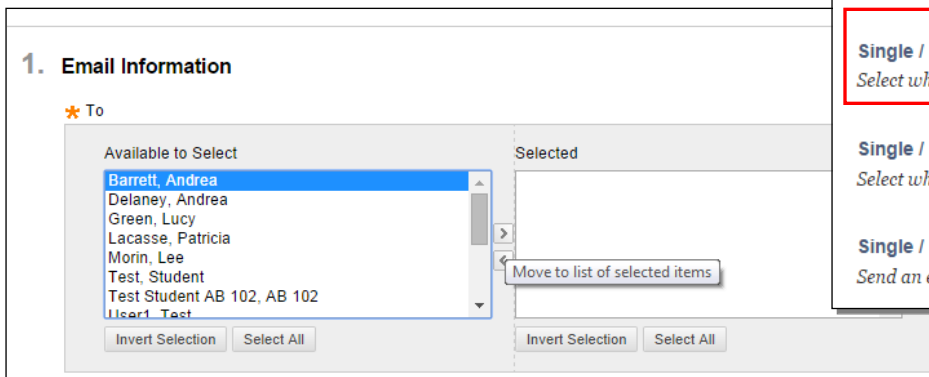
If enabled by the course administrator, you may send email from within Bb Learn. You will see a link on the left nav entitled:



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!



- 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](#).