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 navigation 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!*

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](#).