

How to send an Email to your entire class in Blackboard?

Blackboard allows you to send email to your entire class as well as to specific users or groups of users.

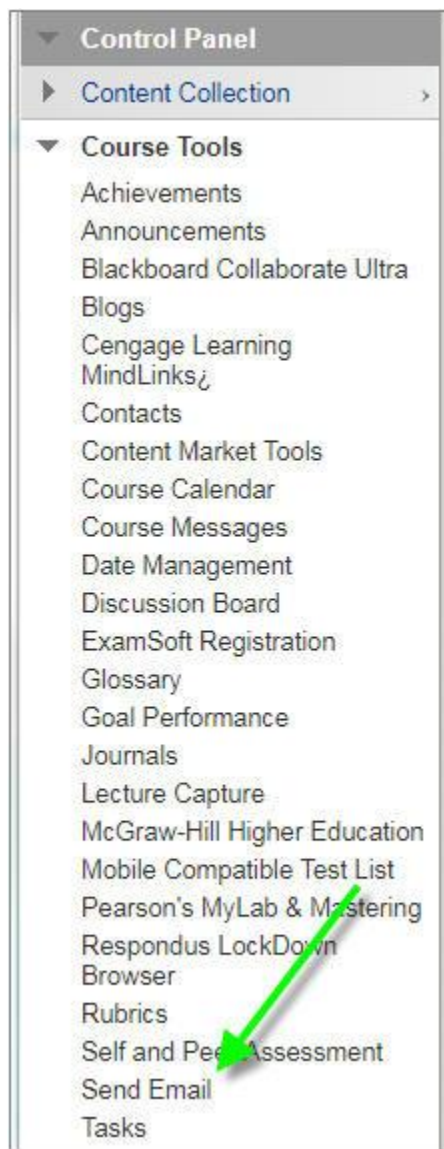
To Send an Email to Your Entire Class

Please login Blackboard and go to the Blackboard course which you want to send email to your class, then follow the steps below.

1. Click on **Course Tools** from the **Control Panel**.



2. Click **Send Email** from the expanded menu.



3. Click on **All Users**. This will include students, instructors, TAs and Course Builders. There are additional options such as All/Select Groups, All Students Users, and Select Users.

Send Email

Instructors can send email to all or selected individual Users,

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.

4. Enter a **Subject** and **Message**. You may also use the **Attach a File** to send a document to your students but if it is course material, it's recommended that you post the document in Blackboard.

All Users

EMAIL INFORMATION

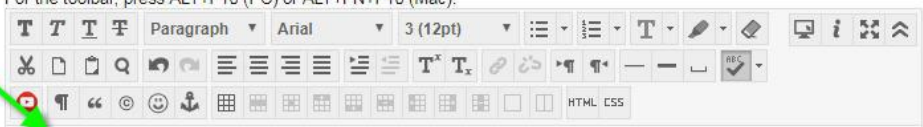
To: Chan, Reshma; Wu, Shezhang; Sheshene, John; Alvarado, Eric; Luu, Forrest; McKenzie, Louise; Swike, James; Test6, Stu; Skrotzki, Nicholas; Karnik, Rahul; Young, Gary; Alvarado_PreviewUser, Eric; Test1, Stu; McKenzie_PreviewUser, Louise

Invalid Email: Almasri, Nouralddin

From: Mr. Shezhang Wu - wus@stjohns.edu (wus@stjohns.edu)

Subject:

Message
For the toolbar, press ALT+F10 (PC) or ALT+FN+F10 (Mac).



*Click **Submit** to proceed. Click **Cancel** to go back.*

Click the red **Submit** button at the top right or bottom right.