

# Send Course Email

## 1. Send course email.

1.1. In your course click on Tools then Send Email.

The screenshot displays the Blackboard course interface. At the top, the user is identified as Susan Gallanis. The navigation bar includes links for My Institution, Courses, Content Collection, Services & Resources, System Admin, and Help & Support. On the left, a sidebar menu for 'Susan Course Example' lists various course components, with 'Tools' highlighted in yellow and a red arrow pointing to it. The main content area, titled 'Tools', contains a grid of icons and links for various course management functions. The 'Send Email' icon, located at the bottom right of the grid, is highlighted in yellow with a red arrow pointing to it. The 'Send Email' icon is a yellow envelope with a white envelope icon inside.

1.2. To send an email to all students in the course click on All Student Users.

### Send Email

Instructors can send email to all or selected individual Users, Students, Groups, Teaching Assistant the course.

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

**All Teaching Assistant Users**  
Send email to all of the Teaching Assistant 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.

**Select Users**  
Select which users will receive the email.

**Select Groups**  
Select which Groups will receive the email.

**Single / Select Observer users**  
Send an email to selected Observer users.

1.3. Enter the email subject, message, and attach any files. Then click Submit.

### All Student Users

Cancel Submit

**1. Email information**

To Lecato, Kaitlin; Zipay, Katherine; Frisque, Justin (Test Student); Evans, Elizabeth; Gallanis, Susan (Test Student)

From Mrs. Susan Gallanis (susan.gallanis@cuw.edu)

Subject

Message

Path: p Words: 0

A copy of this email will be sent to the sender.

Attachments [Attach a file](#)

**2. Submit**

Click Submit to proceed. Click Cancel to quit.

Cancel Submit

1.4. To send email to a select set of users, after clicking on Tools, then Send Email, click on Select Users.

**Send Email**  
*Instructors can send email to all or selected individual Users, Students, Groups, Teaching Assistants, and Observers in the course.*

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

**All Teaching Assistant Users**  
*Send email to all of the Teaching Assistant 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.*

**Select Users**  
*Select which users will receive the email.*

**Select Groups**  
*Select which Groups will receive the email.*

**Single / Select Observer users**  
*Send an email to selected Observer users.*



- 1.5. Click on the user name, then the arrow to move the name to the box on the right. Enter the email Subject, Message, and attach any files. Click Submit.

## Select Users

\* Indicates a required field.

Cancel

Submit

### 1. Email Information

\* To

Available to Select	Selected
Evans, Elizabeth	Gallanis, Susan (Test Student)
Frisque, Justin	
Frisque, Justin (Test Student)	
Gallanis, Susan	
Lecato, Kaitlin	
<b>Zipay, Katherine</b>	

Invert Selection Select All

From Mrs. Susan Gallanis (susan.gallanis@cuw.edu)

Subject

Message

Rich text editor toolbar with options for Paragraph, Arial, 3 (12pt), Bold, Italic, Underline, Text Color, Background Color, Bulleted List, Numbered List, Indent, Outdent, Link, Unlink, Undo, Redo, and HTML/CSS source code.

Path: p Words: 0

A copy of this email will be sent to the sender.

Attachments

Attach a file

**Note:** Blackboard email is for sending email only. Reply to course emails from your CUW email account (Outlook).