

13. Email

(NOTE: email can only be sent in Blackboard Learn. Any subsequent responses will occur in CUW/CUAA [Outlook] email.)

- a. In your course click on Course Tools, then Send Email. Choose who you want to send the email (example All Student Users).

Send Email
Instructors can send email to all or selected individual Users, 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 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.

b. Enter a subject, message, and attachments (if desired). Click Submit.

1. Email Information

To Zipay, Katherine; Frisque, Justin (Test Student); Lecato, Kaitlin; Evans, Elizabeth; Gallanis, Susan (Test Student)
From Mrs. Susan Gallanis (susan.gallanis@cuw.edu)
Subject



Message

Rich text editor toolbar with options for Paragraph, Arial, 3 (12pt), bold, italic, underline, strikethrough, link, unlink, list, indent, outdent, undo, redo, and other text formatting tools.

Path: p Words: 0

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

Attachments [Attach a file](#)

2. Submit

Click Submit to proceed. Click Cancel to quit.

