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Send an Email



Send Email



Send email messages to different types of users, system roles, and groups.

The point of having a Blackboard Email is to be able to send email messages without having to log in to a separate email client. It permits also to send emails to work or studies related people whom you wouldn't have their contact information otherwise. Instructors can send messages to students and vice-

versa. It is an excellent tool for communication purposes.

Steps to send an Email

To send an email inside of Blackboard:

1. Select one or more Recipients, and then use the right arrow button to transfer to the name to the selected column.
2. Enter a Subject for your email message.
3. Type your message.
4. Click Attach a File to browse for files from your computer. ...
5. Click Submit to send your message.

Best Practices Using Email

1. Provide a greeting
2. Keep your message clear and concise
3. Use complete sentences
4. Check your spelling and grammar
5. Include a descriptive subject line
6. Only use capital letters as necessary as ALL CAPS can be seen as raising one's voice online
7. Sign your name!

References

How Can I send an Email

https://en-us.help.blackboard.com/Learn/9.1_2014_04/Student/090_Tools/Email

Youtube video

<https://www.youtube.com/watch?v=znPR4uzEM7M&list=PLontYaReEU1tXMa2qtvz6zY-QiD7gNUKJ&index=1>

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