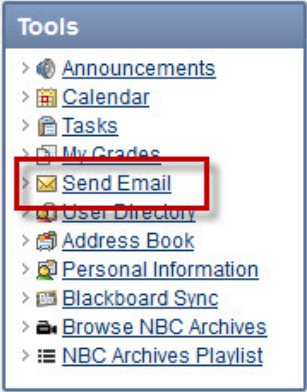



# Sending Email from the Home Tab

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This work instruction provides detailed instructions on how to send an email message from the Home tab. This work instruction assumes that the user is logged in to Blackboard and on the Home tab.

1.	<p>From the <b>Tools</b> widget, click the <b>Send Email</b> link.</p>  <p>The screenshot shows a 'Tools' widget with a list of links: Announcements, Calendar, Tasks, My Grades, Send Email (highlighted with a red box), User Directory, Address Book, Personal Information, Blackboard Sync, Browse NBC Archives, and NBC Archives Playlist.</p>
	<p>The <b>Send Email</b> page displays.</p>  <p>The screenshot shows the 'Send Email' page with a yellow header and an envelope icon. Below the header, it says 'Courses participating in:' followed by a list of four courses: DIDO1000 Didoline Testing (DIDO1000), ONLF1000 Online Faculty Training 1 (INLF1000), Research Shell Random Testing (PSYC3550RSCH), and TRAINING SHELL - GRIBSCHAW (TRN_GRIBSCHAW).</p>
2.	<p>Click the <b>Course</b> link for the course from which you want to send an email.</p>

# Sending Email from the Home Tab

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The **Send Email** page displays.



## Send Email

Instructors can send email to all or selected individual Users, Students, Groups, Teaching Assistants, Instructors or Observers. From a Blackboard Learn course, email cannot be sent to anyone who is not a member of 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 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.

» **Select Users**

Select which users will receive the email.

» **Select Groups**

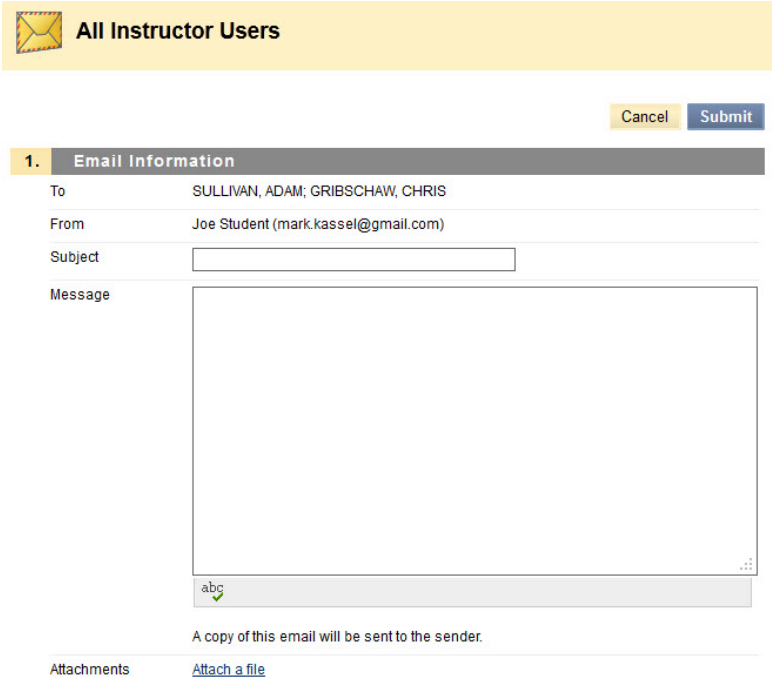


Select which Groups will receive the email.

**IMPORTANT NOTE:** Please read about each email that can be sent before clicking the link to send an email to that person or people.

3.

Click the link for the type of email to be sent. In most cases, the link to click is the **All Instructor Users** link.

# Sending Email from the Home Tab

	<p>The <b>All Instructor Users</b> page displays.</p>  <p>The screenshot shows the 'All Instructor Users' page with a yellow header. Below the header are 'Cancel' and 'Submit' buttons. A section titled '1. Email Information' contains fields for 'To' (SULLIVAN, ADAM; GRIBSCHAW, CHRIS), 'From' (Joe Student (mark.kassel@gmail.com)), and 'Subject' (empty). A large 'Message' text area is below, followed by a small 'abc' preview box. At the bottom, it says 'A copy of this email will be sent to the sender.' and 'Attachments Attach a file'.</p>
4.	In the <b>Subject</b> field, enter a subject for the message.
5.	In the <b>Message</b> field, type the message to be sent.
6.	 Click the <b>Submit</b> button to send the message.
	<p>A confirmation message displays at the top of the screen.</p>  <p>The confirmation message is a green box with a close button (X) in the top right corner. The text inside reads: 'Email was sent to the following recipients: SULLIVAN, ADAM; GRIBSCHAW, CHRIS'.</p>