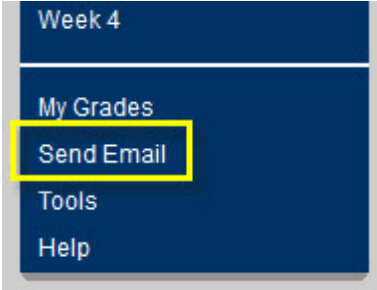
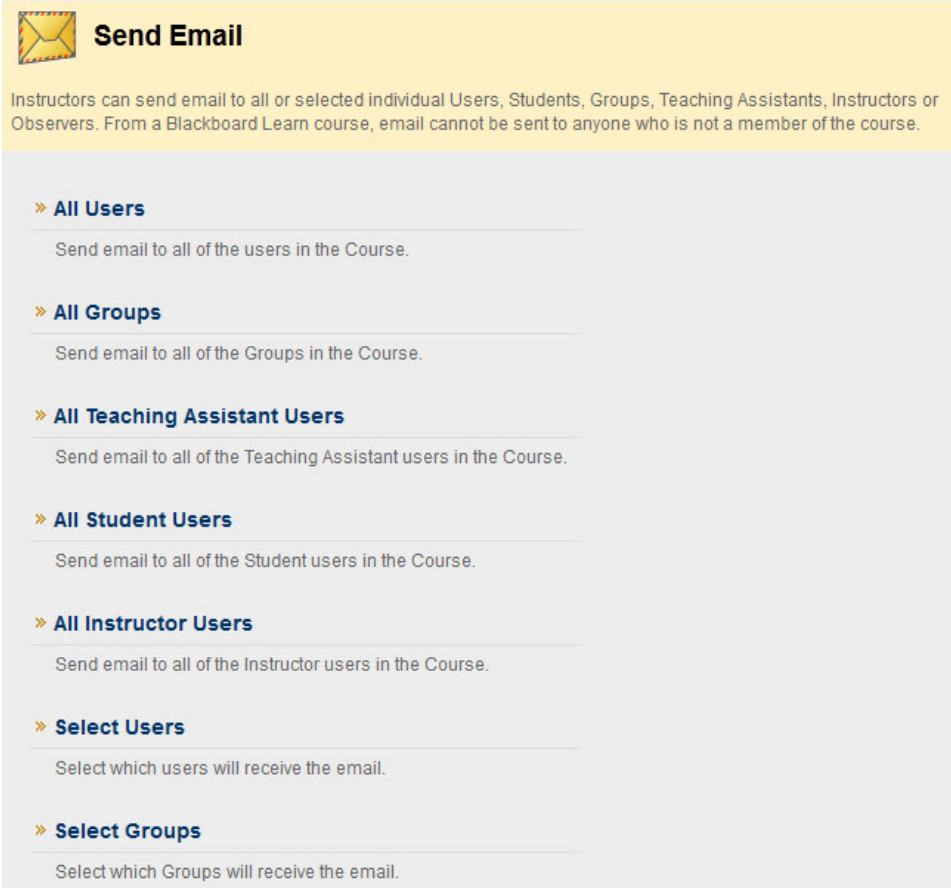
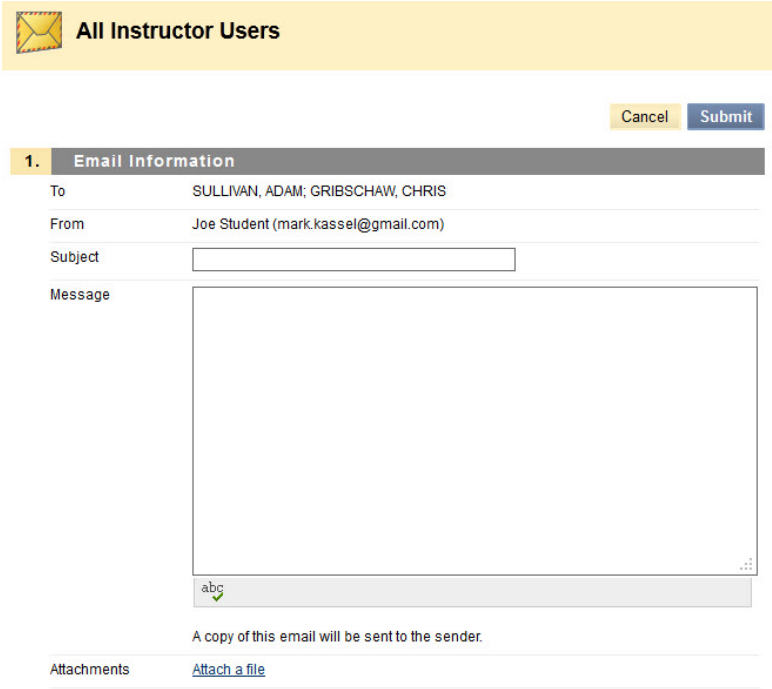




# Sending Email from Within Courses

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

1.	<p>From the left-hand Navigation Pane, click the <b>Send Email</b> link.</p>  <p>The screenshot shows a vertical navigation pane with a dark blue background. The items listed from top to bottom are: 'Week 4', 'My Grades', 'Send Email', 'Tools', and 'Help'. The 'Send Email' item is highlighted with a yellow rectangular box.</p>
	<p>The <b>Send Email</b> page displays.</p>  <p>The screenshot shows the 'Send Email' page. At the top, there is a yellow header with an envelope icon and the text 'Send Email'. Below the header, there is a paragraph of text: '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.' Below this text, there are several options, each with a blue arrow icon and a title: 'All Users', 'All Groups', 'All Teaching Assistant Users', 'All Student Users', 'All Instructor Users', 'Select Users', and 'Select Groups'. Each option has a horizontal line below it and a brief description of what the option does.</p> <p><b>IMPORTANT NOTE:</b> Please read about each email that can be sent before clicking the link to send an email to that person or people.</p>
2.	<p>Click the link for the type of email to be sent. In most cases, the link to click is the <b>All Instructor Users</b> link.</p>

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	<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' (an empty text box). Below these is a large 'Message' text area. At the bottom of the message area is a small 'abc' icon with a green checkmark. Below the message area is the text 'A copy of this email will be sent to the sender.' and an 'Attachments' section with a link 'Attach a file'.</p>
3.	In the <b>Subject</b> field, enter a subject for the message.
4.	In the <b>Message</b> field, type the message to be sent.
5.	 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>