

Sending email from your Learning Site

You can use the Send Email tool to send an email to anyone associated with your Learning Site. This tool sends an email to selected users' email addresses (usually their SCU email address). The Send Email tool does not store a copy of sent emails on the Learning Site, but sends a copy to your SCU email address so that you can maintain records of important emails. You can send email to individual students and teaching staff, as well as specific groups created using the Groups tool.

The Send Email tool can be accessed by clicking on **Site Tools** in the **Control Panel**, then selecting **Send Email**. You will then need to choose from the following screen which users to send the email to.

Send Email

From a Blackboard Learn site, email cannot be sent to anyone who is not a member of the site.

- All Users**
Send email to all of the users in the Site.
- All Groups**
Send email to all of the Groups in the Site.
- All Student Users**
Send email to all of the Student users in the Site.
- All Tutor Users**
Send email to all of the Tutor users in the Site.
- All Lecturer Users**
Send email to all of the Lecturer users in the Site.
- Single / Select Users**
Select which users will receive the email.
- Single / Select Groups**
Select which Groups will receive the email.

If you want to send email to specific users, select **Single/Select Users**.

Single / Select Users

* Indicates a required field.

EMAIL INFORMATION

* To

| Available to Select | Selected |
|--|---|
| <ul style="list-style-type: none"> Brown, Tony <li style="background-color: #4a7ebb; color: white;">Casper, Chris Chu, Cathy Cooper, Ashby <li style="background-color: #4a7ebb; color: white;">Durand, Porter Facilitator, Blackboard Gardner, Schelly | <div style="border: 1px solid #ccc; height: 60px;"></div> |
| <input type="button" value="Invert Selection"/> <input type="button" value="Select All"/> | <input type="button" value="Invert Selection"/> <input type="button" value="Select All"/> |

From: Demo User (noreply@blackboard.com)

Subject:

Message

Paragraph Arial 3 (12pt)

Undo Redo Text Color Background Color

Bulleted List Numbered List Decrease Indent Increase Indent

Link Unlink Image Table

HTML CSS

Email text goes here.

Path: p Words: 4

Individual users can be selected by holding down the Control key (Windows) or Command key (Mac) and clicking the users in the **Available to Select** list. Once recipients are selected, click on the right arrow to move them into the **Selected** box. Enter an email **Subject** and add text to the **Message** box, attach a file if desired, then select **Submit** to send the email.

You cannot use this tool to send emails to anyone who has not been given access to your Learning Site.

Further information

[Email](#) from Blackboard Help.

How to Send Email in Blackboard Learn - Blackboard video on YouTube: [Watch Video](#)