Sending E-mail from within Blackboard

Overview
Blackboard has the capability of sending e-mail to individuals associated with your course. So, you can send e-mail to your instructor or classmates and not worry about remembering their addresses. You can add attachments to e-mail just as you can with regular e-mail.

The e-mail generated within Blackboard is not retained in Blackboard. You can (and should) have a copy sent to yourself so you can have a record of your message. All messages go to your Assumption e-mail account. Check your e-mail regularly.

E-mail is not an instant messenger service. Your instructor may not respond immediately to your e-mails. Check with your instructor for his/her policy on responding to e-mail. Most will check their e-mail at least once a day and will respond within 24 hours but this is not a rule. Find out what each instructor’s e-mail response policy is.

Using Blackboard E-mail
E-mail is accessed through the Tools link on the navigation menu:

Click on Tools, then scroll down to "Send Email":

![Blackboard E-mail tool location](image-url)
Click on the link for "Send E-mail":

Click on the link for the category matching your recipients:

If sending to select users, select the individual recipients, and move them to the Selected column:

Next, add a subject and message, attach any files and click the submit button to send: