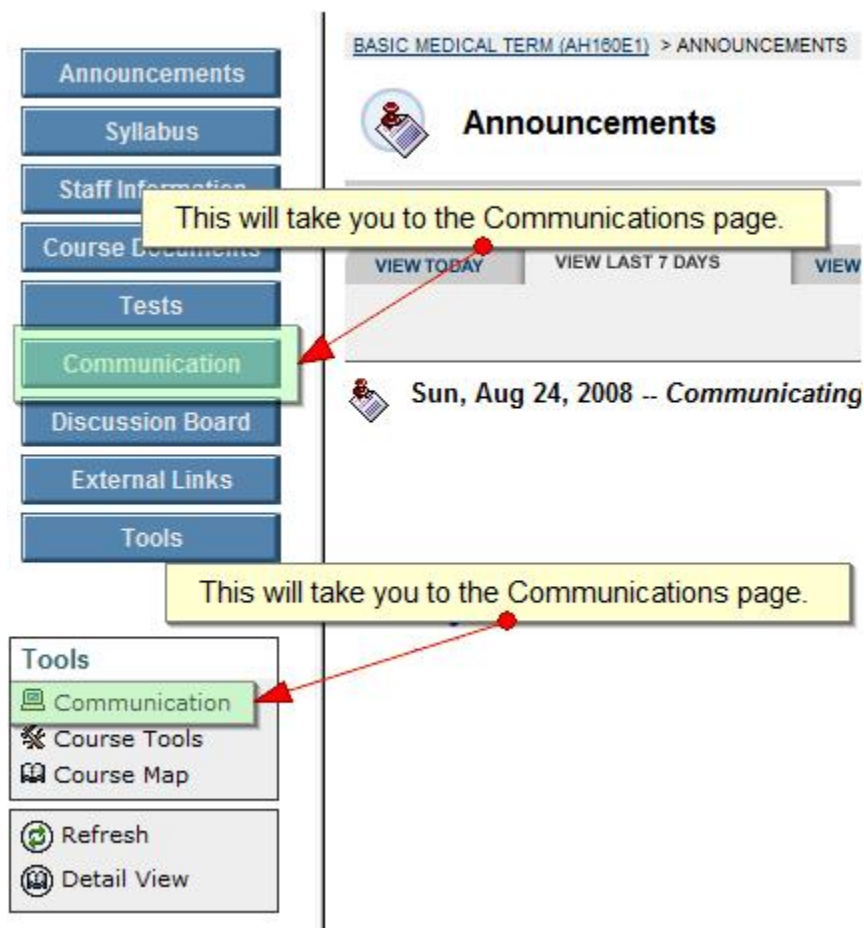


How to use E-mail Feature

The way to communicate in Blackboard using email is the same for student users and faculty users.

1. Logon to Blackboard. Go to the course you want to email your instructor or classmates and click *Communication*.



2. Choose *Send Email* on the *Communication* page.

The image shows a screenshot of a course management system interface. On the left, there is a vertical navigation menu with buttons for: Announcements, Syllabus, Staff Information, Course Documents, Tests, Communication, Discussion Board, External Links, and Tools. Below this menu is a 'Tools' section containing 'Communication' (highlighted with a dotted border), 'Course Tools', and 'Course Map'. Another section below contains 'Refresh' and 'Detail View' buttons.

The main content area is titled 'BASIC MEDICAL TERM (AH180E1) > COMMUNICATIONS'. Below this, the 'Communications' section is displayed with a list of options: Announcements, Collaboration, Discussion Board, Group Pages, Messages (with 'Messages' listed below it), and Roster. At the bottom of this list, the 'Send Email' option is highlighted in a green box, with the text 'Send email.' below it. A red arrow points from a yellow callout box to the 'Send Email' button. The callout box contains the text: 'This will take to the Send Email page.'

3. Depending on whom you want to write an email to, select the proper link.

BASIC MEDICAL TERM (AH160E1) > COMMUNICATIONS > SEND EMAIL



Send Email

- ▶ [All Users](#)
- ▶ [All Groups](#)
- ▶ [All Student Users](#)
- ▶ [All Teaching Assistant Users](#)
- ▶ [All Instructor Users](#)
- ▶ [Select Users](#)
- ▶ [Select Groups](#)

4. Click *All Instructor Users* on the *Send Email* page if you want to email your instructor.
5. Type your email subject and message body.
6. When finished click the *Submit* button at the bottom of the page.