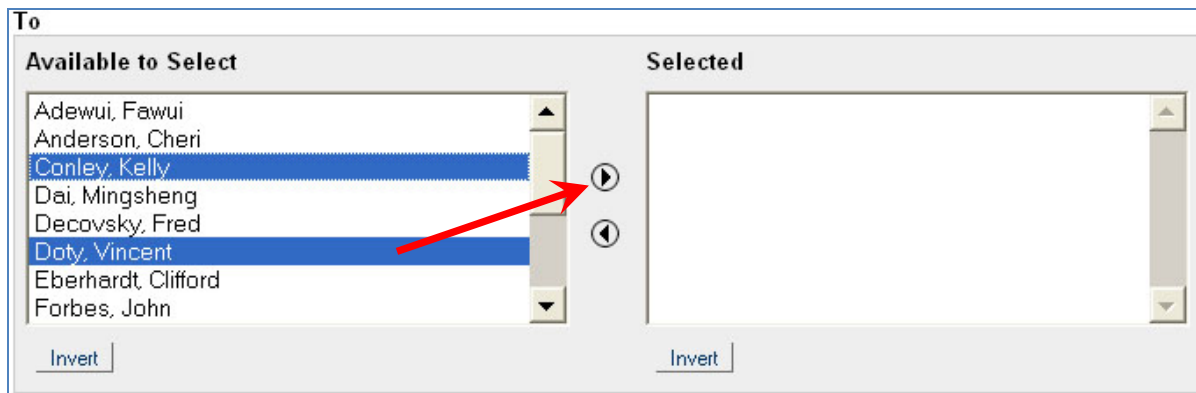


Blackboard has a built-in class e-mail list which includes the instructor(s) and everyone enrolled in the course. Any member of the course can send e-mails to individuals, groups, or the entire class.

### Sending E-Mail Messages in Blackboard

1. Log into Blackboard, enter your course and click the **Connections** or **Communications** button.  
**Note:** You can also use the Send Email feature found on the Tools menu of the **My Bb Home** page. If you are enrolled in multiple courses, select the specific course you wish to send email to.
2. Click the **Send E-Mail** link
3. Select the target of the e-mail, “All Users”, “Select Users”, etc.
  - a. Select “All Users” to send an e-mail to everyone in the class.
  - b. Select “Select Users” to send an e-mail to one or a few members of the class.
4. Highlight the names of the individuals to whom the email will be sent, click the top arrow to send the names to the “Selected” box.



**Note:** If name(s) are accidentally selected, highlight them and click the lower arrow to move them back to the “Available to Select” box.

5. Type the Subject and Message of the email.
6. To add an attachment, click on “Attach a file” link. Click on Browse to select the file and click Open.



7. Click **Submit** (at the bottom of the page) and **OK** (on the next screen).

## Frequently Asked Questions

**Q.** Why don't email addresses appear in the To: field?

**A.** To minimize the distraction of long lists of To: addresses, and to make the re-use of email addresses more difficult for potential email spammers, Blackboard places all destination email addresses into the mail message's BCC: (Blind Carbon Copy) field so they do not appear in the actual email message. (The course ID appears in the To: field).

**Q.** If I can send email through Blackboard, is there somewhere in Blackboard where I can check my incoming emails?

**A.** No, you must use your CMU provided email account. (The student link is found at: <http://student.csv.cmich.edu>)

Note: As Blackboard automatically sends a copy of the message to the sender, please save all copies of any important messages you've created, just in case you need them at a later date.