Using Course Email

If enabled by the course administrator, you may send email from within Bb Learn. You will see a link on the left nav entitled:

Course Mail

When you click on this link, you will see multiple options for sending an email. We recommend that you select the options Single / Select Users.

By selecting this option, you will select the individual(s) within the course that you wish to email. Select their name and then click the arrow to add them to the Selected field.

Always double-check before you send the email that you are sending only to those individuals that you wish to receive your message!

If you wish to learn more about using the Course Email tool, please view the short video listed on the Blackboard YouTube page for students, How to Send Email in Blackboard Learn.