

Blackboard Learn

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!

All Users

Send email to all of the users in the Course.

All Groups

Send email to all of the Groups in the Course.

All Teaching Assistant Users

Send email to all of the Teaching Assistant users in the Course.

All Student Users

Send email to all of the Student users in the Course.

All Instructor Users

Send email to all of the Instructor users in the Course.

All Observer Users

Send email to all Observer users in the Course.

Single / Select Users

Select which users will receive the email.

Select Groups

Select which Groups will receive the email.

Select Observer users

Select Observer users to send email to selected Observer users.

1. Email Information

* To

Available to Select

Barrett, Andrea
Delaney, Andrea
Green, Lucy
Lacasse, Patricia
Morin, Lee
Test, Student
Test Student AB 102, AB 102
Insert Text

Invert Selection

Select All

Selected

Move to list of selected items

Invert Selection

Select All

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](#).