Sending E-mails

- You can send e-mails to anyone in your course through Blackboard.
- It is another way of communicating with the instructor.
- E-mails can only be sent to those enrolled in your course. You cannot e-mail someone in a different course or send e-mails to an address outside of Blackboard (ex. A friend in Vancouver who uses a Yahoo e-mail address).
Sending E-mails

To send an e-mail to your instructor through Blackboard click on the “Tools” button in the course menu.
Sending E-mails

Click on “Send Email”
Sending E-mails

Click on “All Instructor Users” to select your instructor as the recipient.
Sending E-mails

- Type the subject of your email in the “Subject” field
- Type your email in the “Message” field
- You will be able to use an advanced text formatting tool like spelling check
- To send your email, click “Submit”