

## Blackboard Communication Tools – Send Email

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### INTRODUCTION

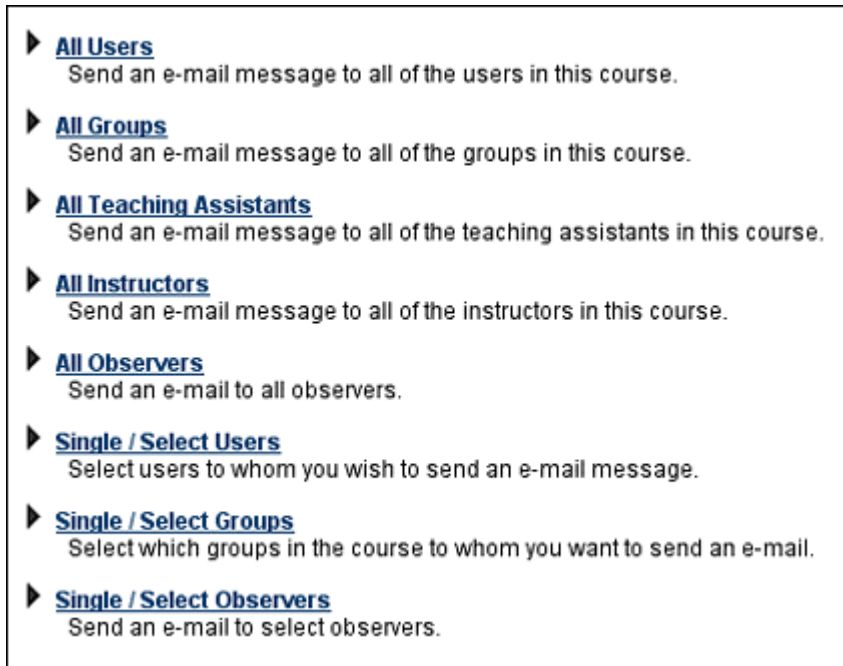
When a Blackboard account is set up for an instructor or a student, their current email address is entered into the system (their UAF email). When someone uses the send email function in Blackboard, the email is sent to the address in Blackboard's system. You do not have a Blackboard email address and you cannot retrieve your email from within Blackboard. Any email sent through Blackboard will show up in your regular email inbox.

### SEND EMAIL

1. In the section of the Control Panel titled "Course Tools", click on Send E-mail.



2. Select who you wish to send email to.



3. Enter a subject and your message.

<b>To:</b>	Bunny, Bugs; O'Brien, Katelynn; O'Brien, Katelynn; Saltmarsh, Adam; Tech, Ed;
<b>From:</b>	k.obrien@neu.edu
<b>Subject:</b>	<input type="text"/>
<b>Message:</b>	<div style="border: 1px solid black; height: 100px; width: 100%;"></div>

4. If you wish to receive a copy of the email, check the box next to "Send copy of message to self".
5. Click the Add button to add attachments to the email.
6. Click the Submit button to send.