

# Blackboard Help Topic

## Blackboard Help Topic: How to Send Email in Your Classroom

Welcome to the “How to Send Email in Your Classroom” demonstration.

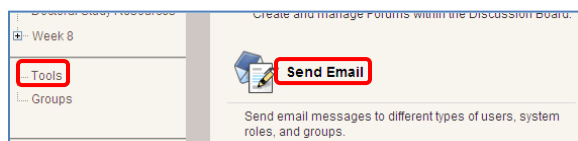
Once you have completed this demonstration in its entirety, you will be able to:

1. Navigate to the Send Email tool in your classroom.
2. Send an email to your entire class.
3. Send an email to your Instructor.
4. Send an email to one or more of members of your class.

In your courses, you may need to send email to your classmates and your Instructor.

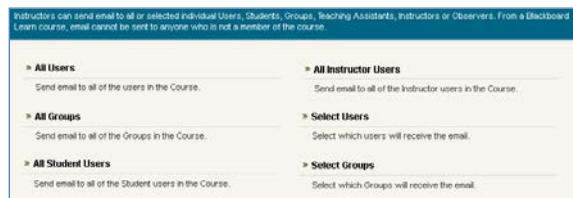
Let's start by learning how to navigate to the **Send Email** tool in your classroom.

### Step 1: Navigate to the Send Email Tool in Your Classroom



In order to navigate to the **Send Email** tool, first select the **Tools** area in the left navigation bar.

Next, now that you are in the **Tools** area, click on **Send Email**.



You will now be provided with a list of options for sending email within your classroom. You will probably most often use the **All Users**, **All Student Users**, **All Instructor Users**, and **Select Users** email options.

Now that you have navigated to the **Send Email** tool, let's take a closer look at the different email options that are available for you to use, starting with the **All Users** and **All Student Users** options.

### Step 2: Send an Email to Your Entire Class

If you would like to send an email to your entire class, you can use one of two email options within the **Send Email** tool—**All Users** or **All Student Users**.

#### » All Users

Send email to all of the users in the Course.

All Users – Including Instructors and Faculty

The **All Users** email option within the **Send Email** tool will allow you to send an email to all individuals enrolled in the course—including classmates, your Instructor, and any additional faculty or observers.

#### » All Student Users

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

All Student Users – Students Only

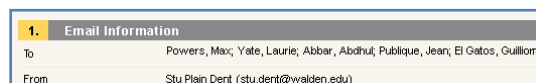
The **All Student Users** email option within the **Send Email** tool will allow you to send an email to all of your classmates *only*. If you use this option, your email will not be sent to your Instructor or any other users enrolled in your class.

Let's take a closer look now at how to send an email to all of your classmates using this option.

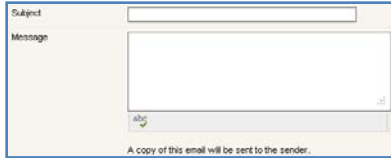
#### » All Student Users

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

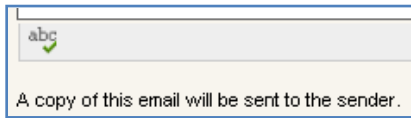
To send an email using the **All Student Users** email option, select **All Student Users** from the list of email options.



You will now be directed to an email page from which you will be able to send an email to all of your classmates. Notice that, in the **To** field of the email page, all of your classmates' names are listed. You will not be able to view your individual classmates' email addresses here. Any email sent from this email option, or any of the other email options within the **Send Email** tool, will be sent to each user's University of St. Augustine email address.

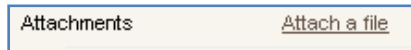


Next, to formulate your email to your classmates, fill in the **Subject** box with the subject line of your email. Make sure that you create an original subject line that describes the content of your email in a concise and accurate manner. Then, type the content of your email in the **Message** box. As you are typing out your email, remember to use proper email etiquette.

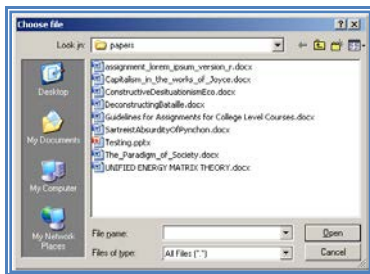


If you would like to spell check your email, you can click on the **Spell Check** icon in the bottom-left corner of the **Message** box.

Please also note that a copy of your email will always be sent to your University of St. Augustine email address.



If you would like to attach any files to your email, click on the **Attach a File** link.



To attach a file, click on the **Browse** button. Then, search for your file, select it, and click **Open**. If you would like to attach another file, you can click on the **Attach Another File** link and follow the same steps that were just outlined.

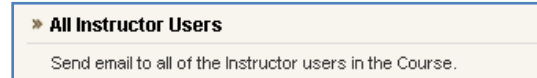
Finally, when you are finished your email and you are ready to send it to your classmates, click the **Submit** button.



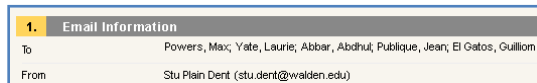
Now that you have learned how to send an email to your entire class, let's take a look at how to send an email to your Instructor.

### Step 3: Send an Email to Your Instructor

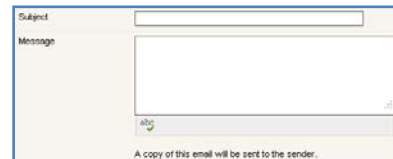
If you would like to send an email only to your Instructor, you can use one of two email options within the **Send Email** tool—**All Instructor Users** or **Select Users**. The **All Instructor Users** email option will allow you to send an email to anyone who is enrolled as the Instructor in your classroom.



To send an email to your Instructor using the **All Instructor Users** email option, select **All Instructor Users** from the list of email options.



You will be directed to an email page from which you will be able to send an email to your Instructor. Notice that, in the **To** field of the email page, your Instructor's name is listed. If there is more than one individual listed in the **To** line, it may mean that your course is being co-taught. Please also keep in mind that, just like when sending an email to your classmates, you will not be able to view your Instructor's email addresses here; your email will be sent to your Instructor's University of St. Augustine email address.



Next, formulate your email to your Instructor by following the steps for sending an email to your classmates that were outlined in Step 2 of this demonstration.

Click the **Submit** button when your email is complete.

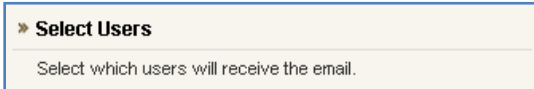


The other email option that is available for you to use to send an email to your Instructor is the **Select Users** option. Additionally, this option can be used to send an email to other individual classmates or users enrolled in the class, so let's take a look at it.

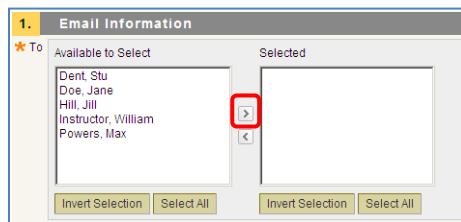
### Step 4:

#### Send an Email to One or More Members of Your Class

If you would like to send an email to one or more members of your class—including your classmates, your Instructor, Teaching Assistants, or Observers—you can use the **Select Users** email option in the **Send Email** tool. The **Select Users** email option will allow you to send an email to one or more individual members of your class.

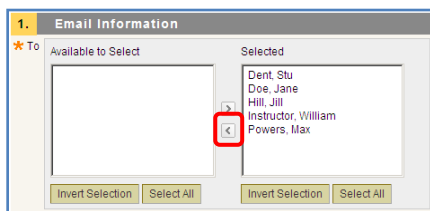


To send an email to one or more members of your class using the **Select Users** email option, select **Select Users** from the list of email options.

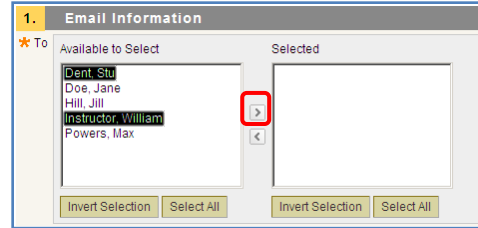


You will be directed to an email page from which you will be able to send an email to selected members of your class. Notice that, in the **To** field, there are now two boxes—**Available to Select** and **Selected**. You will use these two boxes to select the one or more members of your class to whom you would like to send an email.

To select one member of your class to receive your email, select the name of the class member in the **Available to Select** box, and then click the right-hand arrow to move the name of your class member to the **Selected** box.



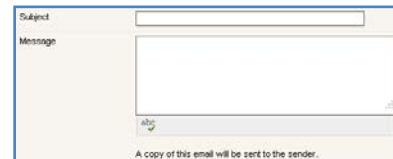
Now that your class member's name is in the selected box, the email that you formulate will be sent to him or her. If you would like to remove that class member from the list of class members receiving your email, you can return that class member to the **Available to Select** box by selecting his or her name in the **Selected** box and then clicking the left-hand arrow.



Use CTRL+Click To Select Multiple Users

If you would like to select multiple members of your class to receive your email, select the name of the first class member in the **Available to Select** box. Then, hold down the **CTRL** key on your computer while selecting the names of your other class members to receive your email.

After you have finished selecting the names of your class members to receive your email, click the right-hand arrow to move their names to the **Selected** box.



After you have selected all of the members of your class who should receive your email, formulate your email to those class members by following the steps for sending an email to your classmates that were outlined in Step 2 of this demonstration.



Click the **Submit** button when your email is complete.

*Congratulations! You have now completed the "How to Send Email in Your Classroom" demonstration.*