


Blackboard provides a convenient method for sending email to students, or for students sending email to you or their fellow students. Messages sent using the "send email" feature are read, replied to and managed in the user's email client (such as Gmail, Outlook, Yahoo, Thunderbird, etc.). As an alternative, you might consider the internal Messages tool in Blackboard for sending and receiving messages (see separate reference guide for details). Email can be sent via the My Institution page or, as described below, from within a course.

Students' Google email addresses are automatically entered in Blackboard. Students cannot update their email address in Blackboard. They can, however, forward their Google mail to an alternative address. For more information on Maricopa's email system, visit <http://google.maricopa.edu>.

### Sending an Email Message

1. From the Course Menu, click **Tools**. (NOTE: If the course menu does not contain the Tools option, you can also send email from Control Panel>Course Tools>Send Email).
2. Click **Send Email**.
3. Choose the desired option (**All \_\_\_\_\_** or **Select \_\_\_\_\_**).
4. If you chose **Select \_\_\_\_\_**, select the appropriate recipient(s).

To select individuals, choose Select Users. From the "Available to Select" column, select a user then click  to move them to the "Selected" column. The email message will be sent to all users listed under Selected.

**1. Email Information**

**To**

Items to Select		Selected Items
PC, Student03	>	PC, Student02
PC, Student04	<	PC, Student01
PC, Student05		
PC, Student06		
PC, Student07		
PC, Student08		
PC, Student09		
PC, Student10		

From: Julie Magadan (julie.magadan@pcmail.maricopa.edu)

Subject:

Message:

**NOTE:** If a user has an invalid email address, you will see a notification.

- 
5. Compose the Subject and Message (and, optionally, attach a file). Note there is a spell check option in the lower right corner of the message field. As indicated, you will receive a copy of the message in your inbox.
  6. Click **Submit**. In your email program, the Subject line will include the Blackboard course ID (such as "SCC.2010.FALL.12345").



When a message is sent to many people, a recipient will only see that the message was sent to her. She will not see that the message was sent to other students, instructors, groups, etc. For this reason, you cannot use email within Blackboard to send messages to multiple people and make use of the "Reply All" feature of the email software. When replying to all, the note will only be sent to the original recipient and the sender (not all recipients).

### Notes about Email in Blackboard

- The email interface supports outgoing email only and will only send to enrolled users (it will not email people in other courses).
- Sending an email a blank subject line could stop delivery.
- When attaching files, do not use a number sign (#) in the name. Attachments should never be .zip or .exe files.