



Blackboard Quick Reference Guide 8.0

Sending Email




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 will not be able to update their email address in Blackboard. They can, however, forward their Google mail to an alternative address. For more information on Maricopa’s new email system, go here: <http://google.maricopa.edu> .

Sending an Email Message

- Step 1:** From the Course Menu, click **Communication**. (NOTE: You can also send email from Control Panel>Send Email – you will see more recipient options).
- Step 2:** Click **Send Email**.
- Step 3:** Choose the desired option (either **All _____** or **Single/Select _____**).
- Step 4:** If you chose **Single/Select _____**, then 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.

Email Information

To

Available to Select	Selected
Fake Student	Jennifer Strickland
Sam Fraulino	Chrystle Hall
Train1 PVC	
Train10 PVC	
Train11 PVC	
Train12 PVC	
Train13 PVC	
Train14 PVC	


From chrystle.hall@pvmail.maricopa.edu

Subject

Message

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

- Step 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.

Step 6: Click  . In your email program, the Subject line will include the Blackboard course ID (such as “SCC.2009.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.