

How do I send email to students in Blackboard?

1. Login to your Blackboard course and select **Control Panel** from left-hand side menu
2. Select **Send Email** located in the **Course Tools** area
3. Select to send email to **All users** (all enrolled students) or
4. Select to send **Single/Select users** (individual students)
 - a. Highlight student in **Available to Select**
 - b. Click > to move highlighted student to **Selected area**
5. Type in a **Subject** for your email
6. In the **Message** area type in the text of your email (remember you can use the formatting options buttons)
 - a. Select **Return Receipt** to send a copy to your email address (can attach local file by selecting **Attach a file**)
 - b. The email will be sent to student's email address listed in Blackboard. If the student has not updated their email information in Blackboard; the default is the student's LTU email address.
7. Click **Submit**; click **OK** on the confirmation screen; click **OK** again to be taken back to **Send Email**