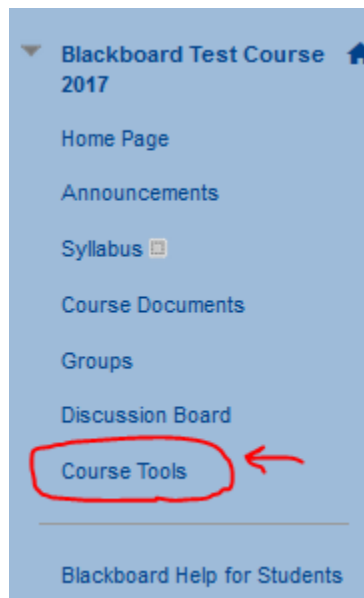
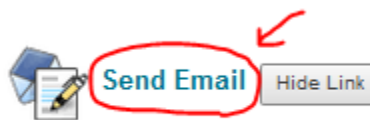


Step 1) Log in to your course on Blackboard.

Step 2) Click “Course Tools” on the Course Menu. A list of tool links will appear on the right.



Step 3) Click “Send E-Mail.”



Step 4) Select the appropriate set of users, or individual users from the list of options:

## **Send Email**

[All Users](#)

[All Groups](#)

[All Teaching Assistant Users](#)

[All Student Users](#)

[All Instructor Users](#)

[All Observer Users](#)

[Select Users](#)

[Select Groups](#)

[Single / Select Observer users](#)

Step 5) Enter in a subject, the message, and attach any files you want to deliver to your students via email.

## EMAIL INFORMATION

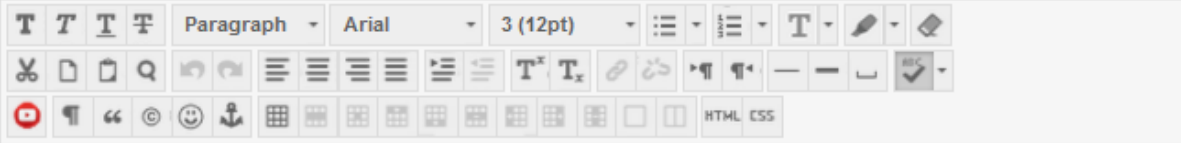
To Stestperson9, Student

From James Paul Weirich - james.weirich@baruch.cuny.edu (james.weirich@baruch.cuny.edu)

Subject

Message

For the toolbar, press ALT+F10 (PC) or ALT+FN+F10 (Mac).



Path: p

A copy of this email will be sent to the sender.

Attachments

[Attach a file](#)

Step 6) Click "Submit" on the bottom right.

Cancel

Submit