How to Use the Send EMail Tool on Blackboard
1. Log in to the Course on Blackboard. Click on **Course Tools** on your **Course Menu**.
2. On the right you will see a list of tools. You may need to **scroll down** the webpage to find **Send Email**...
...Click **Send Email**.
3. A list of options appears. Select the option which best suits your needs. In the example, we will choose *Select Users* to contact an individual student regarding a late homework assignment submission.

Click *Select Users*. 
4. First **click the name of the student** you want to send an email to so that you see their name highlighted. Then **click the arrow pointing to the right** to move that student to the **Selected** box.

Scroll down to begin composing your message.
5. Enter a **subject**, a **message**, and **attach** any relevant files. Click **Submit** to send your email.

Please note, if an attached file exceeds 10MB, it is recommended to upload the file into Course Documents (or another content area of your course), and direct students to that area. Files larger than 10MB will not be sent to students via the Send Email tool.