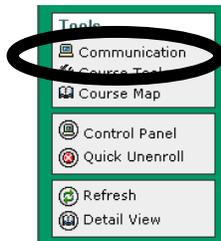


To send an email from within Blackboard, please follow the steps below:

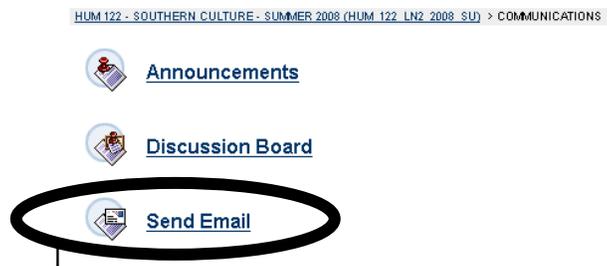
Blackboard allows you the opportunity to contact your instructor through email without having to login and access your school email account. There may be times throughout the semester when you would need to contact your instructor, and email, especially for an online instructor, is one of the best and fastest ways to initiate contact. Please note that while you are able to send emails using Blackboard, you are NOT able to receive emails through Blackboard. To receive emails you must login to your email account.

In your Blackboard course site...

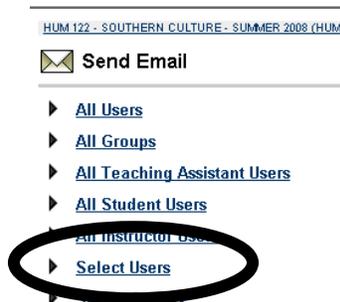
1. Click on the "Communications" link located at the left of your screen.



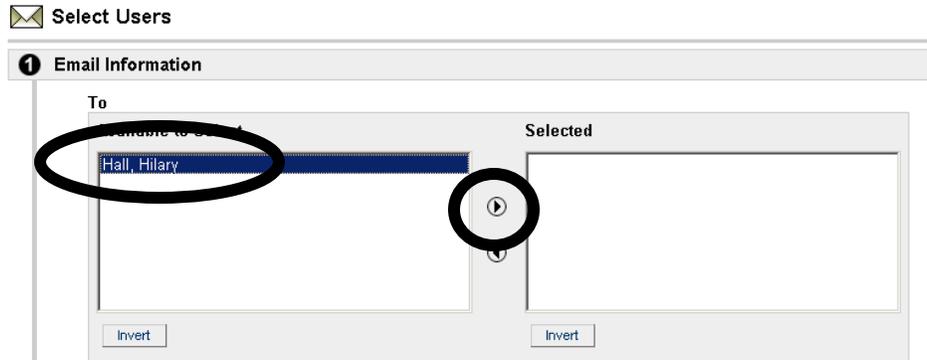
2. Click on the "Send Email" link.



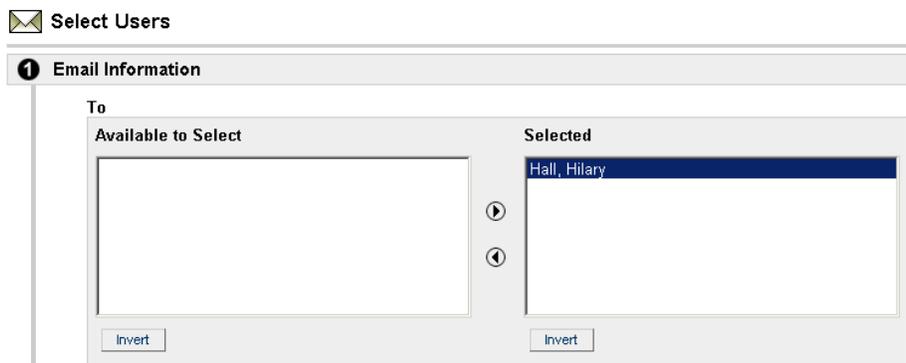
3. In the Send Email screen, choose the appropriate recipient. In this example, we will email your instructor, so we will choose "Select Users."



- In the Select Users screen, click to choose the appropriate recipient “Available to Select” from the “To” box. In this example, we will email your instructor, so we will choose “Select Users.” Then click the right-facing triangle in the middle bar to move the name to the “Selected” box.



- When the user is selected, the name will move into the “Selected” box and will no longer appear in the “Available to Select” box.



- In “Subject” box be sure to type a brief description of what your email is about. Then type your message in the “Message” box. Be sure to include the date, your course name and section number, your very specific question/concern, and your name. If you wish to attach a document, click the “Attach a File” link below the “Message” box.

From Hilary Hall (hhall@cccc.edu)

Subject

Message

Attachments [Attach a file](#)

7. Enter the appropriate location of the file to attach or click on "Browse" to find the location of the file you would like to attach.

From: Hilary Hall (hhall@cccc.edu)

Subject: Question about homework

Message

Date Here

Dear Instructor:

Here is my question, along with my name and course name & number.

Thank you very much,
Student Name

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

Attachments: Browse... remove

[Attach Another File](#)

8. Once you are finished entering your subject heading, message, and any attachments, click "Submit" to send your email.

Submit

Click **Submit** to finish. Click **Cancel** to quit.

Cancel Submit

9. A success screen will appear. Click OK.

HH COURSE TEMPLATE (HH TEMPLATE) > COMMUNICATIONS > SEND EMAIL > SELECT USERS

Select Users

Receipt: Success
Email was sent to the following recipients:
Hall, Hilary

Tuesday, July 15, 2008 11:40:04 AM EDT

OK

If you have any other questions about using the email feature in Blackboard, please contact the Distance Education staff at CCCC via email at destaff@cccc.edu.