Blackboard Course Email

There are **two** different ways to send email-style communication to course users (students and/or co-instructors) in Blackboard:

1. **Course Email**: *From Blackboard to CCSU Email* – email is a send only tool that sends an email from Blackboard to the user’s CCSU email account and cc’s the sender automatically. If the user replies, the reply will return to the sender’s CCSU email account.
   - The benefit of using email provides simplicity to your students by having to check one location for email.

2. **Course Messages**: *From Blackboard to Blackboard* - using a Blackboard messaging inbox these messages stay within the Blackboard system and do not deliver to CCSU email addresses. When a user replies to a message, it delivers back to the messaging inbox within Blackboard.

This document covers, **Course Email**:

1. Access your course, from the left-side course menu, click **Course Tools** then **Send Email** (Figure 1).
   - Please note, Course email is only accessed through a course. It cannot be accessed from the main navigation panel.

2. Once you click on **Send Email**, you will be presented with multiple recipient options.
   - You can send to the entire class or choose your recipients from a list.

3. Once you have chosen the recipients, the **Send Email** screen will display:
   - type a **Subject**
   - write your message in the **Message** field
   - you can also include an **attachment**
   - click **Submit** when you are ready to send.