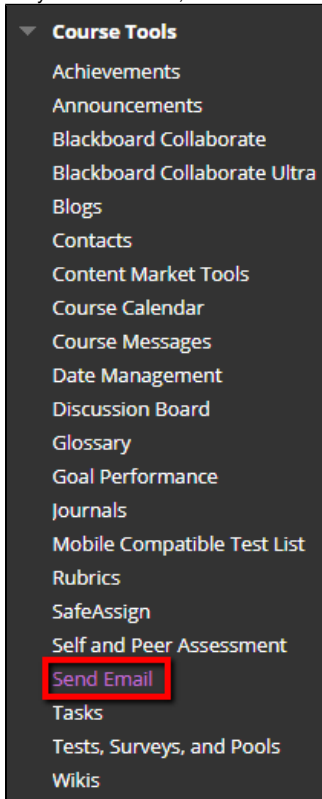


How to Send Emails From Blackboard

Blackboard is capable of sending outgoing email. The emails it sends will appear to come from your Missouri State email address, and any responses will go to that address as well.

Step-by-step guide

1. On your course site, under the Control Panel, click **Course Tools**, and then click **Send Email**.



2. On the **Send Email** page, select the group you want to send e-mail to. There are several options:
 - All Users
 - All Groups
 - All Student Users
 - All Teaching Assistant Users
 - All Instructor Users
 - All Observer Users
 - Single/Select Users
 - Single/Select Groups
 - Single/Select Observers
3. After clicking on the group you want to e-mail, you will see the e-mail page. In the **Subject** box, type the subject of your e-mail.
4. In the message area, type your message.
5. If you wish to have a copy of the e-mail sent to you, select **Return Receipt**.
6. If you wish to attach a file, click **Attach a File**, and browse for the file on your computer or drive.
7. When you are finished, click **Submit**.

Related articles:

- [Blackboard Ally](#)
- [How to Import a Pool](#)
- [System Requirements for Blackboard](#)
- [How to Annotate with Inline Grading](#)
- [How to Log In to Blackboard Learn](#)