Sending an External Email from Blackboard

Blackboard enables users to send external emails from within Blackboard to other course members. These emails are sent to and from the user’s email address on file (Adams State email accounts). You are not able to customize this address as it is linked to your Adams State account.

This process sends email communications outside of Blackboard. Be advised that there is no record of email communications within Blackboard when using this feature. To keep communications within the Blackboard platform, use the messages feature.

1. Enter Blackboard and select the desired course.

2. Select the Email tab from the Course Menu.
3. The send email interface will appear. The arrows point to some of the most used options including sending an email to all course members, all groups, and all student users as well as the options of selecting users that the email will be sent to from a list of course members.

<table>
<thead>
<tr>
<th>Option</th>
<th>Description</th>
</tr>
</thead>
<tbody>
<tr>
<td>All Users</td>
<td>Send email to all of the users in the Course.</td>
</tr>
<tr>
<td>All Groups</td>
<td>Send email to all of the Groups in the Course.</td>
</tr>
<tr>
<td>All Teaching Assistant Users</td>
<td>Send email to all of the Teaching Assistant users in the Course.</td>
</tr>
<tr>
<td>All Student Users</td>
<td>Send email to all of the Student users in the Course.</td>
</tr>
<tr>
<td>All Instructor Users</td>
<td>Send email to all of the Instructor users in the Course.</td>
</tr>
<tr>
<td>All Observer Users</td>
<td>Send email to all Observer users in the Course.</td>
</tr>
<tr>
<td>Single / Select Users</td>
<td>Select which users will receive the email.</td>
</tr>
<tr>
<td>Single / Select Groups</td>
<td>Select which Groups will receive the email.</td>
</tr>
<tr>
<td>Single / Select Observer users</td>
<td>Send an email to selected Observer users.</td>
</tr>
</tbody>
</table>
4. When sending a message to all users in the course, email recipients will automatically be loaded when the All Users link is selected. After doing so, you will have the option of entering a subject, message, as well as add any attachments. When completed, click **Submit** in the bottom right corner of the screen.
5. When sending an email to an individual or individuals in the course, select the Single/Select Users option.

Send Email

Instructors can send email to all or selected individual Users, Students, Groups, T

- **All Users**
  - Send email to all of the users in the Course.

- **All Groups**
  - Send email to all of the Groups in the Course.

- **All Teaching Assistant Users**
  - Send email to all of the Teaching Assistant users in the Course.

- **All Student Users**
  - Send email to all of the Student users in the Course.

- **All Instructor Users**
  - Send email to all of the Instructor users in the Course.

- **All Observer Users**
  - Send email to all Observer users in the Course.

- **Single / Select Users**
  - Select which users will receive the email.

- **Single / Select Groups**
  - Select which Groups will receive the email.
6. To select which users will receive the message, click on their name in the Available to Select box and click the arrow to add that name to the selected box. Ensure that only names of intended recipients are selected.

7. Enter your subject, message and add any attachments you would like to send. When finished, select Submit in the bottom right corner of the page.