

# QUICK START GUIDE TO USING BLACKBOARD LEARN 9.1

## SENDING EMAILS IN BLACKBOARD

This email feature will send emails to the user's registered email address.

1. Select "**Control Panel**"
2. Under "**Course Tools**", select "**Send Email.**"
3. Select the user group that you wish to email.

### 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.

### Single / Select Observer users

Send an email to selected Observer users.

4. Compose the email and click "**Submit.**"

### 1. Email Information

To:

From:

Subject:

Message



Path:  Words: 0

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

Return Receipt

Attachments [Attach a file](#)