

To send an email in Blackboard, click the Send Email tool. You will be presented with a list of options to choose from. For this example, we will only send an email to the instructor, so click Select Users. The list of users will appear on the left side. Highlight the name of the person you are sending the email to, and click the right arrow to move that person to the Selected box. Enter a subject in the Subject box, and type your message in the Message box. When you are finished, scroll down, and click Submit at the bottom. Click OK on the confirmation page, and you'll return to the Send Email page.