Using the Email Tool

Blackboard Learn

To send email to students enrolled in your Blackboard course, or allow students to send email to you or other students in the course, add the email tool link to your course's menu.

Creating an Email Tool Link in Your Course Menu

1. While [EDIT MODE](#) is turned on in the course, roll your mouse over the **ADD** button 🔘 above the course menu and select **TOOL LINK** from the menu that appears.

2. In the **ADD TOOL LINK** form that appears, give the button a logical name. In the **TYPE** drop-down menu, select Email. Click the **AVAILABLE TO USERS** checkbox. Then, click **SUBMIT**.

3. The new tool link will be added to the bottom of your course menu.

Customizing Your Email Tool Settings

If you would like to restrict students so that they can only contact instructors, see these steps.

1. In your course's **CONTROL PANEL**, click **CUSTOMIZATION** and select **TOOL AVAILABILITY.**

2. On the Tool Availability page, scroll down to the **EMAIL TOOL.** Here**,** click on the arrow 🔽 and select **EMAIL SETTINGS.**

3. On the **EMAIL SETTINGS** page, uncheck the options *that you do not want to show* students. Then, click **SUBMIT** to save your changes. Please note that you the instructor will still see all the email options.
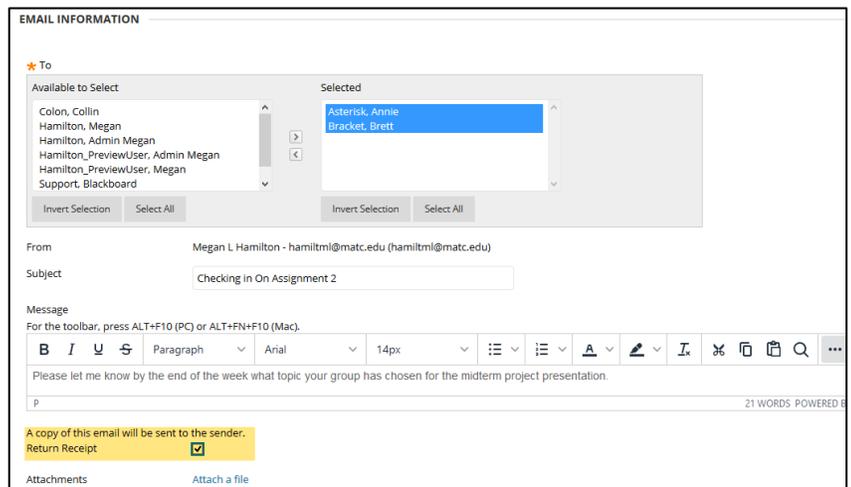
Sending an Email

Click the Email tool link, choose the mailing option you would like to use and complete the simple form that appears.
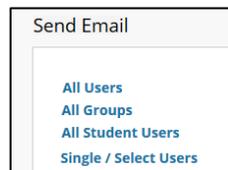
Check the **RETURN RECEIPT** checkbox to receive a copy of the message for your records.

If desired, you may attach files to the message; there is a 250 MB total file upload limit.

Troubleshooting

If students say that they did not receive an email sent through the Blackboard system, verify that students are accessing their official MATC email account (not a forwarding email address) and direct them to check their email's spam folder.