

Using the Email Tool




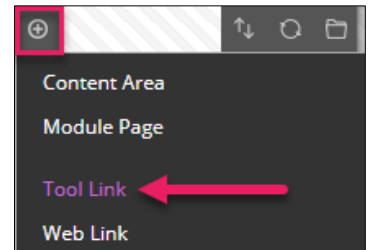
Blackboard Learn

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. Through this tool, you may send email to all or selected individuals in the course. Email sent to students will be received at their individual MATC Gmail accounts.

CREATING AN EMAIL TOOL LINK BUTTON

If you do not have this tool link in your course, turn **EDIT MODE** on in your course and follow these steps:

1. Above your course's menu, roll your mouse over the **ADD** button  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**.

A screenshot of the "Add Tool Link" form. The "Name" field contains "Email", the "Type" dropdown menu is set to "Email", and the "Available to Users" checkbox is checked. "Cancel" and "Submit" buttons are at the bottom right.

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

CUSTOMIZING YOUR EMAIL TOOL'S SETTINGS

By default, the email tool will show students options to contact all course instructors, all course users, or selected users. 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** and click on the gray context arrow  to view a context menu. Select **EMAIL SETTINGS**.

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 when using the email tool.

SENDING AN EMAIL

To send an email, click the Email tool link. This will take you to the SEND EMAIL page and a list of options to choose from. Simply choose the option you would like to use, and complete the simple form that appears.

For example, to send an email to specific students, you would choose **SELECT SINGLE USERS** and then use the form that appears to choose your recipients and create your message.

Send Email

Send emails to others in your course without having to switch to your email provider. [More Help](#)

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

ATTACHED FILES

Please note that at the bottom of the form, there is an area to attach one (1) file that is no larger than 250 MB.

RETURN RECEIPTS

If you would like to receive a copy of the email message and selected recipients at your MATC Email account, be sure to click the RETURN RECEIPT checkbox, found underneath the message box.

Single / Select Users

* Indicates a required field.

EMAIL INFORMATION

* To

Available to Select	Selected
Bracket, Brett	Asterisk, Annie
Hamilton, Admin Megan	Colon, Collin
Hamilton, Megan	
Hamilton_PreviewUser, Megan	
Hamilton_PreviewUser, Admin Megan	
Support, Blackboard	

Invert Selection Select All Invert Selection Select All

From Faculty Support Admin Megan Hamilton - hamiltml@matc.edu (hamiltml@matc.edu)

Subject

Message

For the toolbar, press ALT+F10 (PC) or ALT+FN+F10 (Mac).

Totam rem aperiam. Neque porro quisquam est, qui dolorem ipsum quia dolor sit amet, consectetur, adipisci velit. Laboris nisi ut aliquip ex ea commodo consequat. Sed ut perspiciatis unde omnis iste natus error sit voluptatem. At vero eos et accusamus. Neque porro quisquam est, qui dolorem ipsum quia dolor sit amet, consectetur, adipisci velit. Non numquam eius modi tempora incidunt ut labore et dolore magnam aliquam quaerat voluptatem.

Path: p Words:67

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

Attachments [Attach a file](#)

WHAT TO DO IF STUDENTS REPORT THEY ARE NOT GETTING YOUR EMAILS

If students report to you that they are not receiving email you have sent to them through the Blackboard system, please verify with the student that they are accessing their official MATC email account (not a forwarding email address) and direct the student to check their email's spam folder.