USING THE EMAIL TOOL

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 button in your course, but would like to add it to your course menu, 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**.

   The new tool button 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 button that you created. 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.

The email addresses of your selected recipients will automatically be added to the form.

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.

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.

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.