Email

The email tool allows instructors to send email to participants in the course, including all students, individual students, pre-defined groups of students, TAs, instructors, etc. Email is sent to a participant's email address, outside of Blackboard. If a reply is made, it is sent to the receiver's email address and not to Blackboard.
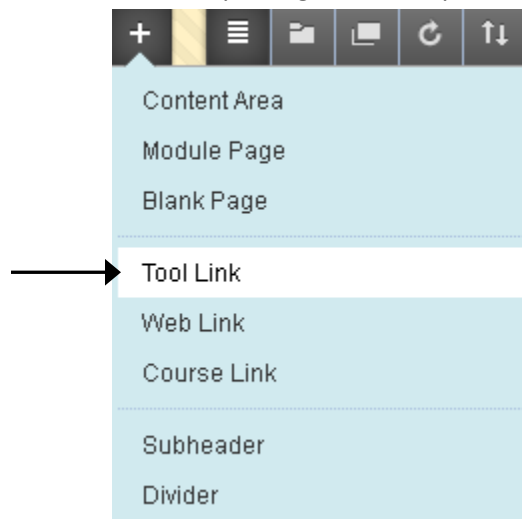
Note: Blackboard uses whatever email address is on file with ISIS, most commonly a .jhu or .jhmi address. There is no way to change this from within Blackboard. If a change is desired, it must be done by setting up a forwarding alias.

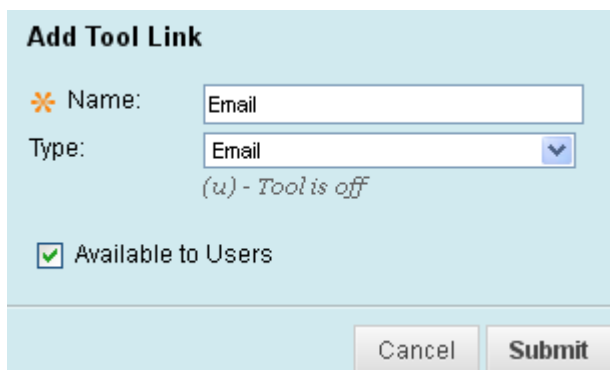## Adding the Email tool to a course and sending an email:

1. Once inside your course, make sure Edit Mode (upper right corner) has been turned 'On.'

2. Click the 'plus sign' at the top of the course menu and select 'Tool Link.'
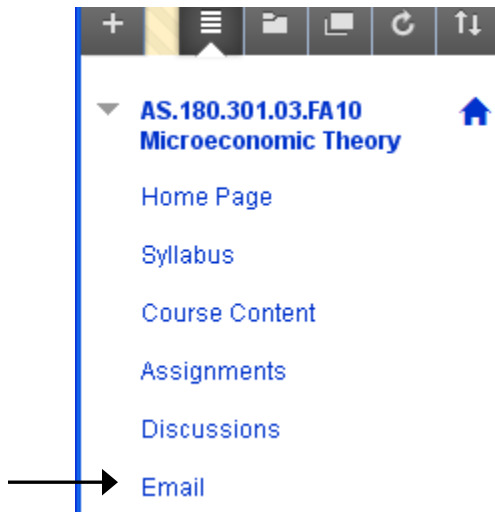
3. Give the email tool a name and choose 'Email' for the tool type. Check the box to make it available to users and click Submit.

4. Once added to the course menu, click on the link to access the tool.

5. Choose from the list of email options. In this example, we'll choose 'All Student Users.'

Send Email

Instructors can send email to all or selected individual Users, Stu or Observers. From a Blackboard Learn course, email cannot be course.

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.

All Teaching Assistant Users
Send email to all of the Teaching Assistant users in the Course.
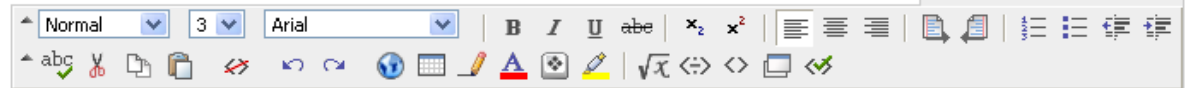
All Instructor Users

6. Fill in a subject line and message. Use the 'Attach a file' link to attach a file if desired. Click the 'Return Receipt' box to receive a list of to whom the message was sent. Click Submit to send. The message will be sent to the email address on file in ISIS.

1. Email Information

To	All Student Users
From	Amy E Brusini
Subject	Midterm Exam Date Change

Message   Text Editor is: **ON**

Please note the new date for the midterm exam - it will now be **Tuesday, 10/23** instead of 10/18.

Path: body

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

Return Receipt ☑

> A copy of the email message is automatically sent to the sender so they have a record of messages sent.

> Checking this box ensures that the sender knows to whom the message was sent.

Attachments   Attach a file

2. Submit

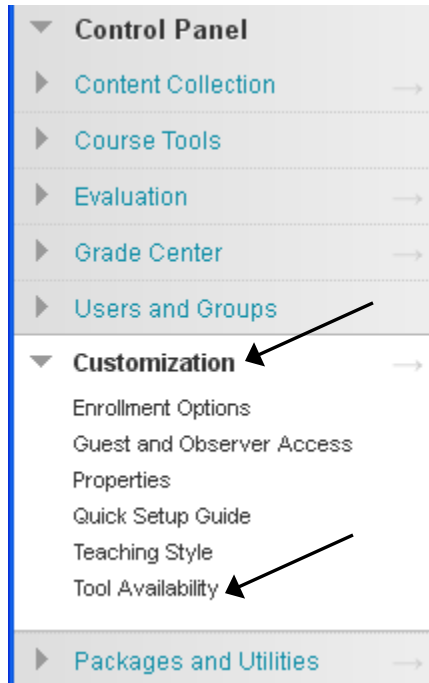*Click Submit to proceed. Click Cancel to quit.*

[Cancel] [**Submit**]

Note: When messages are received, receivers will not see the list of names in the 'To' field of the message – it will be blank. Therefore, if you send sensitive information to more than one student at a time, for example, the students will not be able to see who else was copied on the message.
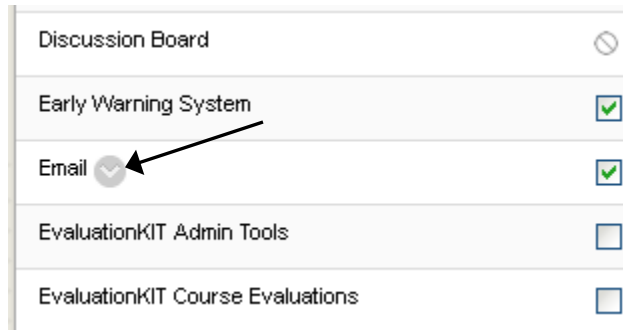
Changing Email Settings for Students

Instructors are able to control which aspects of the Email tool students are able to use. For example, settings can be changed so that students are only able to email their instructors and TAs, and not the entire class. Changing these settings for students does not affect the instructor's access to email options; all options remain available to instructors.
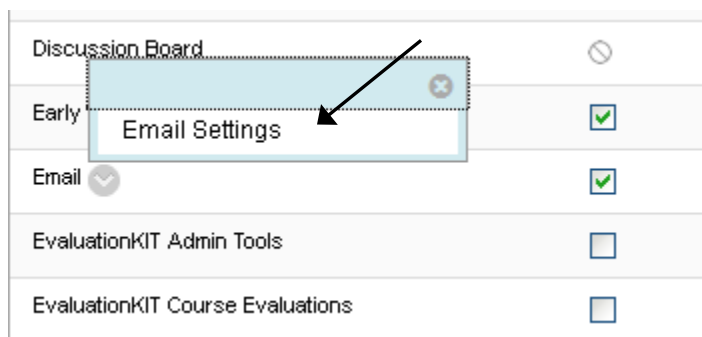
1. In the control panel (lower left hand side of the screen), select 'Customization,' then 'Tool Availability.'

2. Scroll down to find 'Email' in the tool list and click the option menu next to it.

3. Choose 'Email Settings.'

4. Uncheck all options you want to restrict students from accessing. For example, students in this course are now only able to email all instructors and all TAs. Click Submit when finished.

Send Email To	Available
All Groups	☐
All Instructor Users	☑
All Student Users	☐
All Teaching Assistant Users	☑
All Users	☐
Select Groups	☐
Select Users	☐

*Click **Submit** to finish. Click **Cancel** to quit.*

Cancel   **Submit**

5. To check that the settings have taken effect, toggle 'Edit Mode' (upper right corner) to the 'Off' position and then click the Email link. In this case, the settings correctly reflect the selections made in the Control Panel – students can now only email instructors and TAs in this course.

Send Email

*Instructors can send email to all or selected individual Users, Stud
Observers. From a Blackboard Learn course, email cannot be sen*

All Teaching Assistant Users
Send email to all of the Teaching Assistant users in the Course.

All Instructor Users
Send email to all of the Instructor users in the Course.