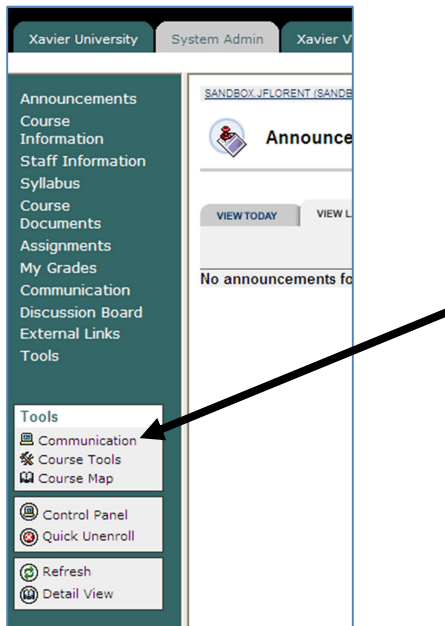You can send email to individual students, groups of students, or all course members within your Blackboard course.

NOTE: Blackboard does not keep copies of the email you send. However, a copy will be sent to your Xavier email address. Within your Xavier email you will be able to save a copy of the email message.
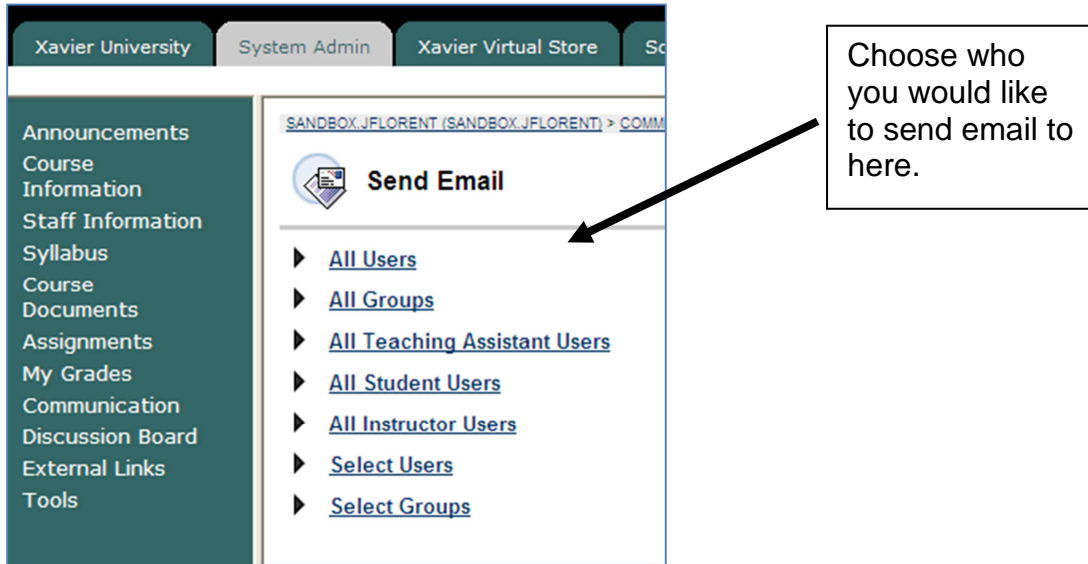
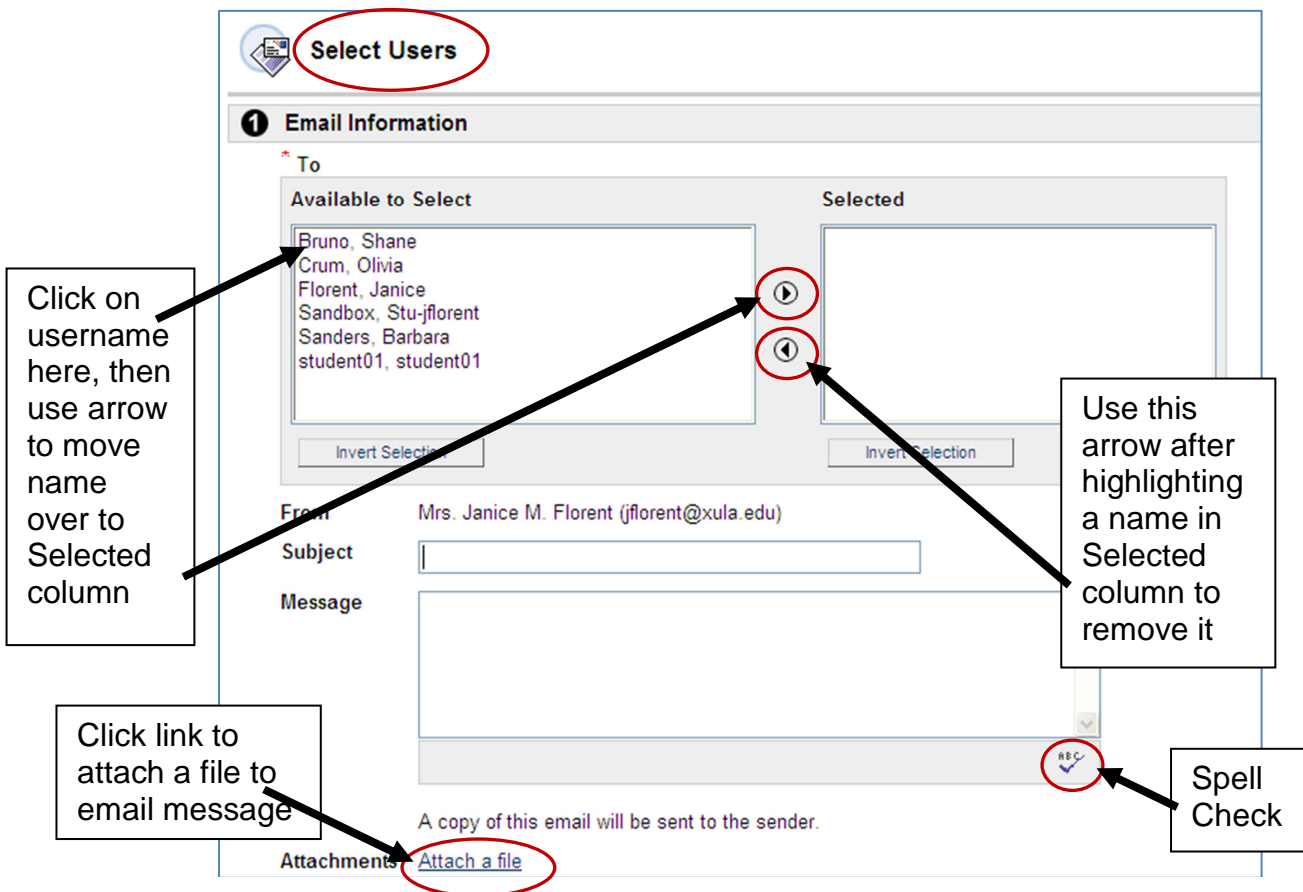1. To send email, you should click on the **Communication** tool.

2. In the Communications window, click **Send Email**.
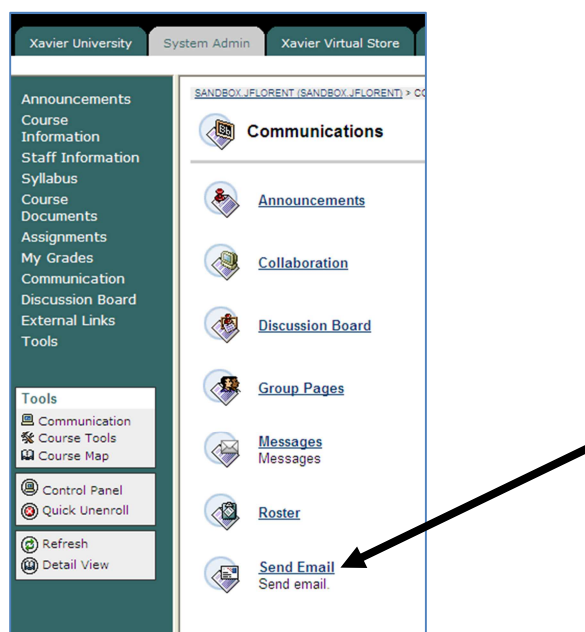
3. In the Send Email window, you should click on the link to send the email to the appropriate users.

Choose who you would like to send email to here.

4. If you choose to send email to **Select Users**, you will see a list of the available users in your course to choose from. Select a user from the '**To**' column by clicking on the name and use the arrow to move the user over to the '**Selected**' column. Then enter a subject for your email in the subject box and the body of the email message in the message box.

Click on username here, then use arrow to move name over to Selected column

Use this arrow after highlighting a name in Selected column to remove it

Click link to attach a file to email message

Spell Check

The visual text box editor is not available when sending email. However you can use HTML tags to dress up your text with boldface, italics, underlines, etc.

HTML Tag	Results of HTML Tag
This text will be bold	**This text will be bold**
<i>This text will be italicized</i>	*This text will be italicized*
<u>This text will be underlined</u>	<u>This text will be underlined</u>
This is size 4 font (font sizes go from 1 to 7)	This is size 4 font
This text is red	This text is red
This is Verdana font	This is Verdana font

5. Click **Submit** when done.

❷ **Submit**

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

* Required Field

(Cancel) (Submit)