

Sending Email in Blackboard

Send Email allows users direct access to course participants. Users can access email functions for specific courses and organizations through the Send Email page. From this page users can send email to the following people in a course: (Note: Email that is delivered through Blackboard is sent to a GRCC campus email account.)

- Fellow Classmates
- Instructors
- Teaching Assistants
- Groups Within a Course

Note: The send Email function sends email to an instructor or students GRCC email account through Blackboard.

How to Send E-mail

Follow the steps below to send E-mail:

1. Open a course Web site.
2. Click **Communication** on the Course Menu.
3. Click **Send Email** from the Communication.
4. Select an option from the following options (Eg: Select Users).



Select Users the users you wish to send email to. Fill out the Subject and Message sections and click **Submit** to send your message.

Page Details:

Section #1: Recipients

To: Select the users that you want send E-mail.

Section #2: Enter Message Details

From: The user's email address will automatically be displayed in this field. Subject: Click **Browse** to locate a file or enter the exact path of the file. Message: Enter the email message.

Section #3: Add Attachments

Add: Click to add attachments. Select **Browse** on the page that appears and navigate to the file that should be attached to the email.

Section #4: Submit

Cancel: Click to cancel the Send E-mail functionality.

Submit: Click to send the E-mail.



The screenshot shows a web-based email composition interface. At the top, a breadcrumb trail reads: COURSES > NERS025A/CENH 2004 - SECURITY CONSIDERATIONS... > COMMUNICATIONS > SEND EMAIL > SELECT USERS. Below this is a header for 'Select Users'. The interface is divided into four numbered sections:

- 1 Recipients**: A 'To' field with four checkboxes and names: Ang, Meledy; Aze, Gordon H.; Barnard, Jeffrey Charles; and Crawford, Patrick Martin.
- 2 Email Information**: A 'From' field with the value 'veil@learn.senecac.on.ca', an empty 'Subject' text box, and a large empty 'Message' text area. Below the message area, it says 'A copy of this email will be sent to the sender.'
- 3 Add Attachments**: A single 'Add' button.
- 4 Submit**: A text instruction 'Click **Submit** to finish. Click **Cancel** to quit.' and two buttons: 'Cancel' and 'Submit'.

Forwarding Email from your Campus Account to a Personal Account

We recommend that students use their campus email account for correspondence with your instructors and the College.

If you would like your College email to be sent to a personal email account, please follow the instructions below:

- Login to your student e-mail using the same user ID and password as Novell login
- From the e-mail menu at the top, select the Options icon.
- Under Mailbox Management:
 - Forward all messages to: [enter your personal e-mail address]
 - Turn ON: Forward all message option
 - Turn OFF: Keep Copy of Forwarded Message (as this will eventually fill your college e-mail account)
- Save and Close.