Emailing Your Class through Blackboard
Emailing Your Class

- Blackboard allows you to email all of your students as a group or individually.
- This functionality means that you don’t have to collect all of your student emails and cc the entire class in Gmail.
- If you plan to use this tool, be sure that your students check their Fordham email.
On the left side menu, scroll down and click **Tools**.
This is the Tools page. At the bottom of the page, find **Send Email**.
This page lists the email options. Here you can email various student configurations. The two options you will use most are:

- **All Users**
- **Select Users**
The All Users function allows you to email everyone enrolled in the course. You will not have to input every students’ email address. All of your students will receive your email to their Fordham Gmail account.

Write the subject of your email.

Write your message here.

Click **Submit** to send your email.
This success banner will appear. You will be copied automatically on the email as additional confirmation.
You can also email **Select Users**. This means individual users.
Select the student you want to email by clicking their name.
Click the arrow to move the selected name to the **selected** box.
After clicking the arrow, the highlighted name will move to the **Selected** box.

Follow the same email procedure and then click **Submit**.
This success banner will appear. You will be copied automatically on the email as additional confirmation.