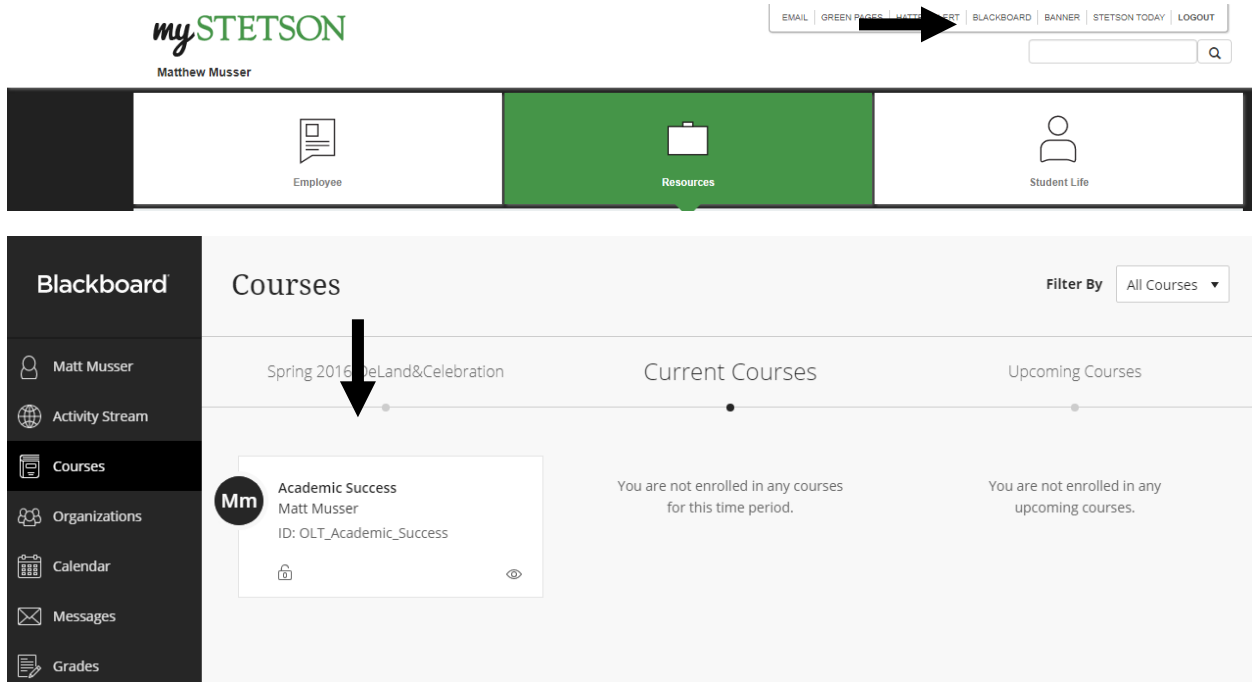


# Blackboard Ultra – How to Send an Email

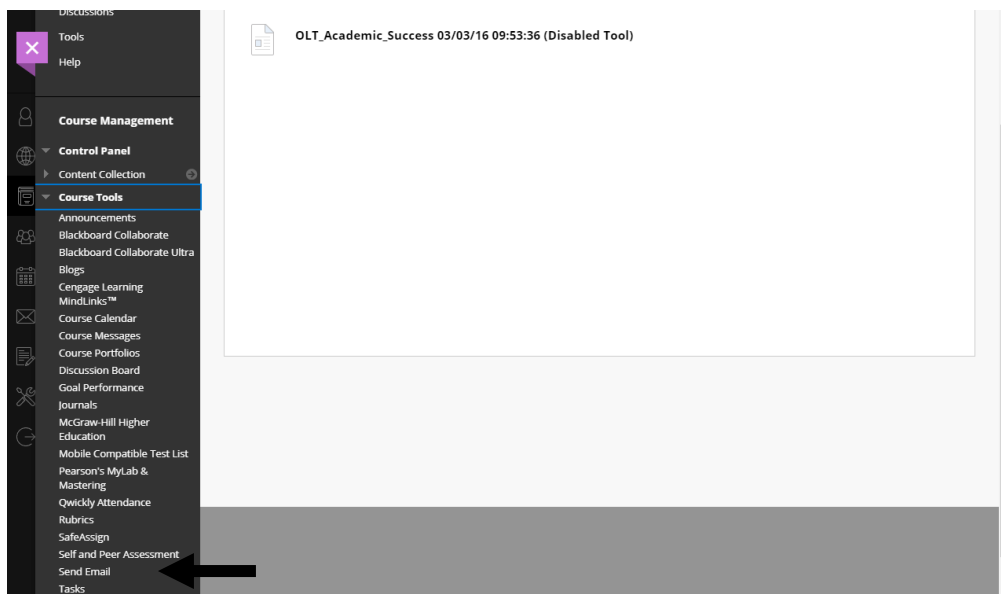
## Sending an email to the class roster

As a SPI it can be invaluable to send an email to students in your class reminding them about attending SPI and sending out the initial doodle poll. Below are instructions on how to do so.

To start open Blackboard, look for the class that you SPI for (if it doesn't appear then please contact your supervisor) and open that BB page.



Next click on **Course Tools** to expand the menu and select **Send Email**.



Next select **All Student Users**, all users would include the instructor and if they want to see the emails you send to students forward them to the professor don't include them in the initial one

Send Email

*Send emails to others in your course without having to switch to your email provider. [More Help](#)*

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

**All Student Users** ←  
*Send email to all of the Student users in the Course.*

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

**All Observer Users**  
*Send email to all Observer users in the Course.*

**Single / Select Users**  
*Select which users will receive the email.*

**Single / Select Groups**  
*Select which Groups will receive the email.*

From here simply create a subject and write your message and hit **Submit** to send the email.

EMAIL INFORMATION

To: Musser, Matt

From: Matt Musser - mmusser@stetson.edu (mmusser@stetson.edu)

Subject:

Message

Path: p Words:0

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

Return Receipt

Attachments [Attach a file](#)

Click **Submit** to proceed.

Cancel Submit

