

The Email Tool



This tutorial will explain how to send an email from within Blackboard and how to limit who students can email.

To view students' email addresses, scroll down the **Course Menu** to the **Course Management** area (1). Click on **Users and Groups** and select **Users** (2).

Please note: The roster tool does not show students each other's email accounts.



Please note: Students are not supposed to be able to change their Suffolk email address to their personal email address, but on occasion, this might happen anyway. If you notice that a student or students have done this, contact the computer center and **please notify the students**.

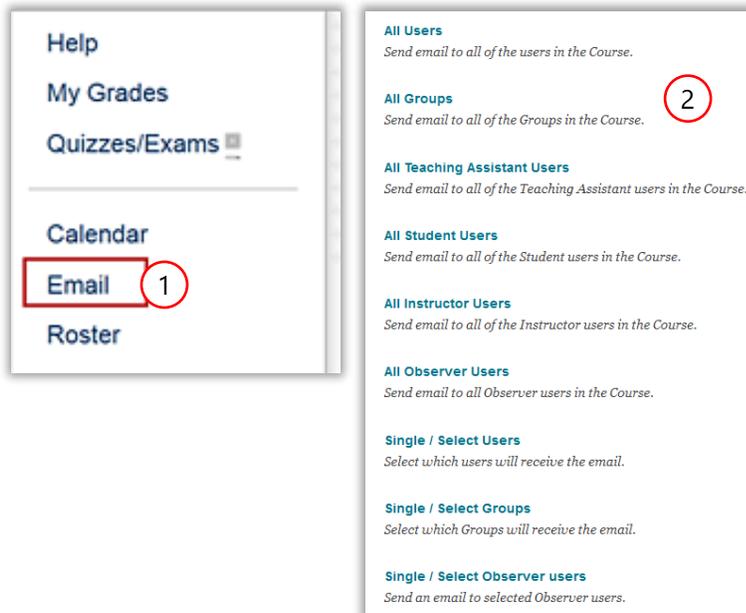
IMPORTANT

On the first week of classes, check to see if your Banner and Blackboard rosters match. These are reasons they might not:

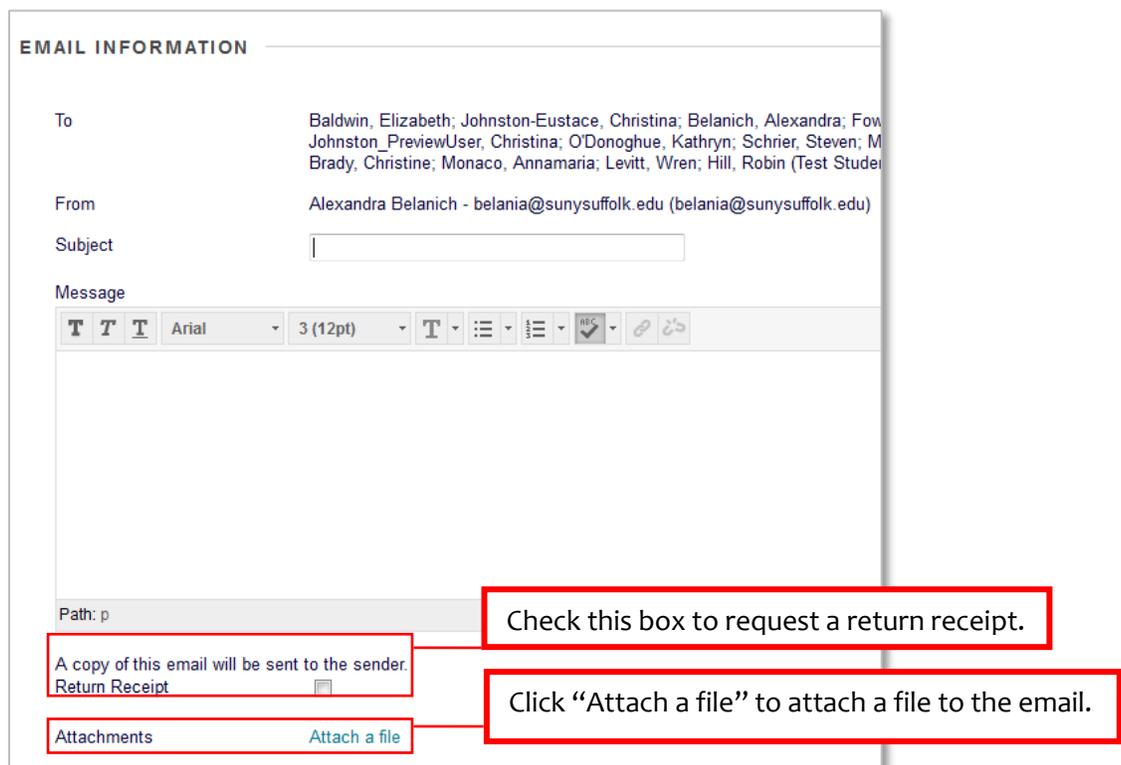
1. Students who are new to Suffolk need to log into MySCCC once in order for their information to be sent to Blackboard. (You will need to alert them about this via Banner roster email or phone #.)
2. They just registered for your course but have not yet been "enrolled" into your Blackboard course. It can take up to several hours before the student can access your course.
3. Banner failed to send their record over to one or more Blackboard courses because of a glitch in system. Contact OIT if that is the case.

How to Send an Email

1. To send an email, go to the **Course Menu** area of a course and click on the **Email** link (1). Then, choose to whom the email will be sent (2).



Below is an example of an email that is being sent to all users. Students will not be able to see other students' email addresses because the email tool automatically places all email addresses in the BCC field.

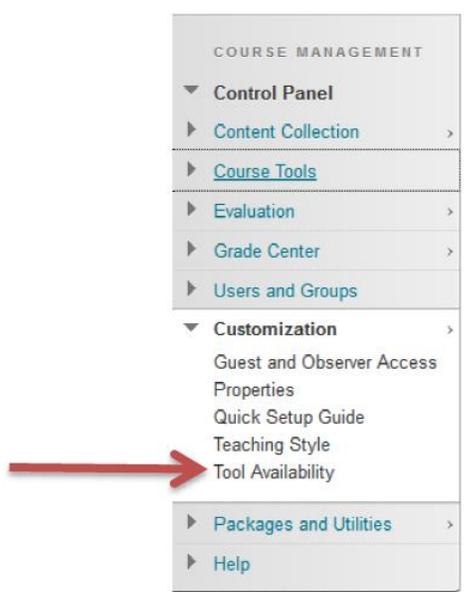


Please note: No emails are saved in Blackboard. A copy of all emails sent and received will be sent to your Outlook account.

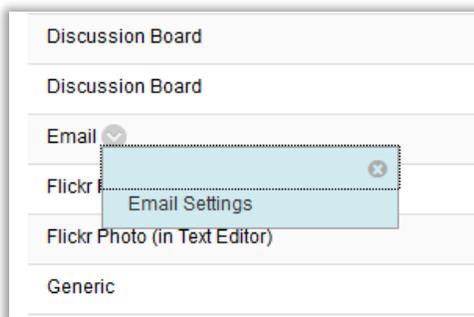
Email Settings: Limiting Who Students Can Email

By default, when students click on the email tool in Blackboard, they have the option to email all users (everyone in the course, including the instructor) or all student users (an email that won't be seen by the instructor). For instructors that would prefer to limit those options, follow these instructions:

1. In the **Course Management** area, under **Customization**, click on **Tool Availability** (this is where you can turn on or off tools for the class).

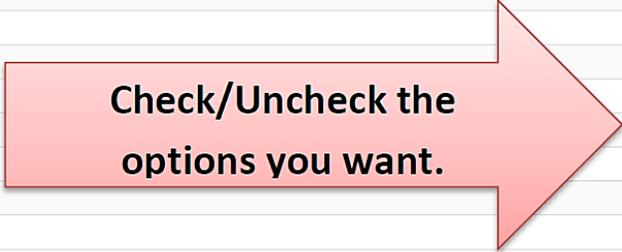


2. Scroll down to find **Email** in the list of tools and click on the down arrow next to it and select **Email Settings**.



3. In the **Email Settings** you can check on or off the availability of specific emailing options, for example the **All Users** and **All Student Users** options.

Send Email To	Available
All Users	<input type="checkbox"/>
All Groups	<input type="checkbox"/>
All Teaching Assistant Users	<input type="checkbox"/>
All Student Users	<input type="checkbox"/>
All Instructor Users	<input checked="" type="checkbox"/>
Select Users	<input type="checkbox"/>
Select Groups	<input type="checkbox"/>
All Observer Users	<input type="checkbox"/>
Single / Select Observer users	<input type="checkbox"/>



Check/Uncheck the options you want.