

## ***Sending Email***

E-mail is the best choice for private communication. You and your students can use Blackboard's **Send Email** tool to send e-mail messages from a course site.

- Although you can send e-mail from Blackboard, there is no place in Blackboard to check e-mail. Check e-mail in your regular e-mail account. You can check your University (@maine.edu) e-mail using a Web browser by going to <http://mail.maine.edu/>, clicking on the appropriate option under Web Access to Mail (UMS Webmail or gmail), and logging in with your e-mail username and password.
- All e-mail addresses listed in Blackboard are @maine.edu accounts. If you wish to receive your e-mail at another address (roadrunner.com, etc.), forward mail from your "@maine.edu" account to the account you want to use by selecting "[Change the destination of email sent to your @Maine.edu address](#)" at <http://mail.maine.edu/>. *Be sure to have your students do this, too.*

### ***Sending E-mail from Blackboard***

1. To send e-mail, click **Tools**, then **Send Email** (or click **Send Email** in the **Course Tools** menu in the **Control Panel**).

You'll have to decide to whom you want to send the message. Most commonly-used options are:

- **All Users** – all students, faculty, and teaching assistants
  - **Single / Select Users** – allows you to select individual names (click the name in the left-hand Items to Select column, then click the > to move the name to Selected Items column. (To select multiple names, click the names while holding down the **Control** key.)
2. Enter a subject and your message.
  3. If you want to add attachments, click **Attach a file**, then **Browse**, and find the file you want to attach.
  4. Click **Submit** to send the message. A copy is automatically sent to your own e-mail address.

The subject of the e-mail message will contain the course ID of your course site, enabling you to identify the source of the e-mail.