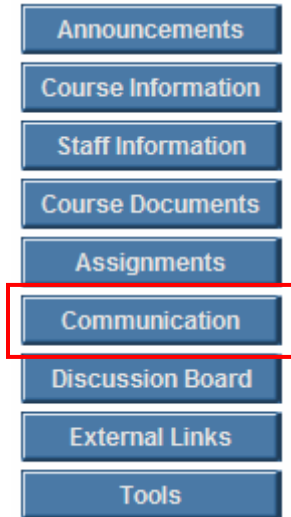


## **How to send email to all students from Blackboard**

- Log in to your blackboard account.
- Click into one of your course sites.
- On the left there is a column of buttons.
- Click the Communication Button.



- This will bring up the communications page.
- Then click send email link.



**[Send Email](#)**

- Then click all users.
- The next screen will allow you to type your message and add any attachments.
- Once you have done this simply hit the submit button at the bottom.