

## Sending an Email to Your Entire Class in Blackboard

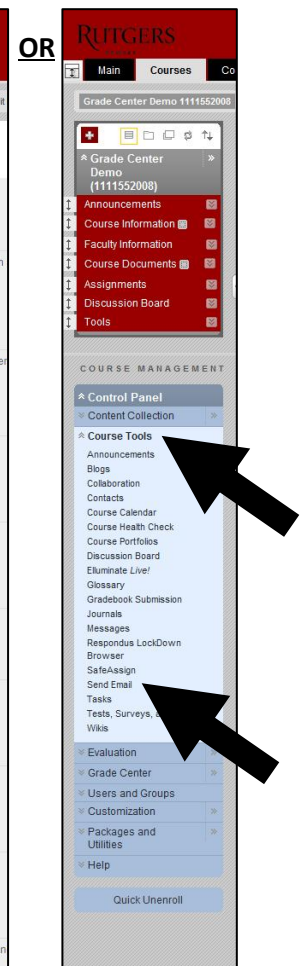
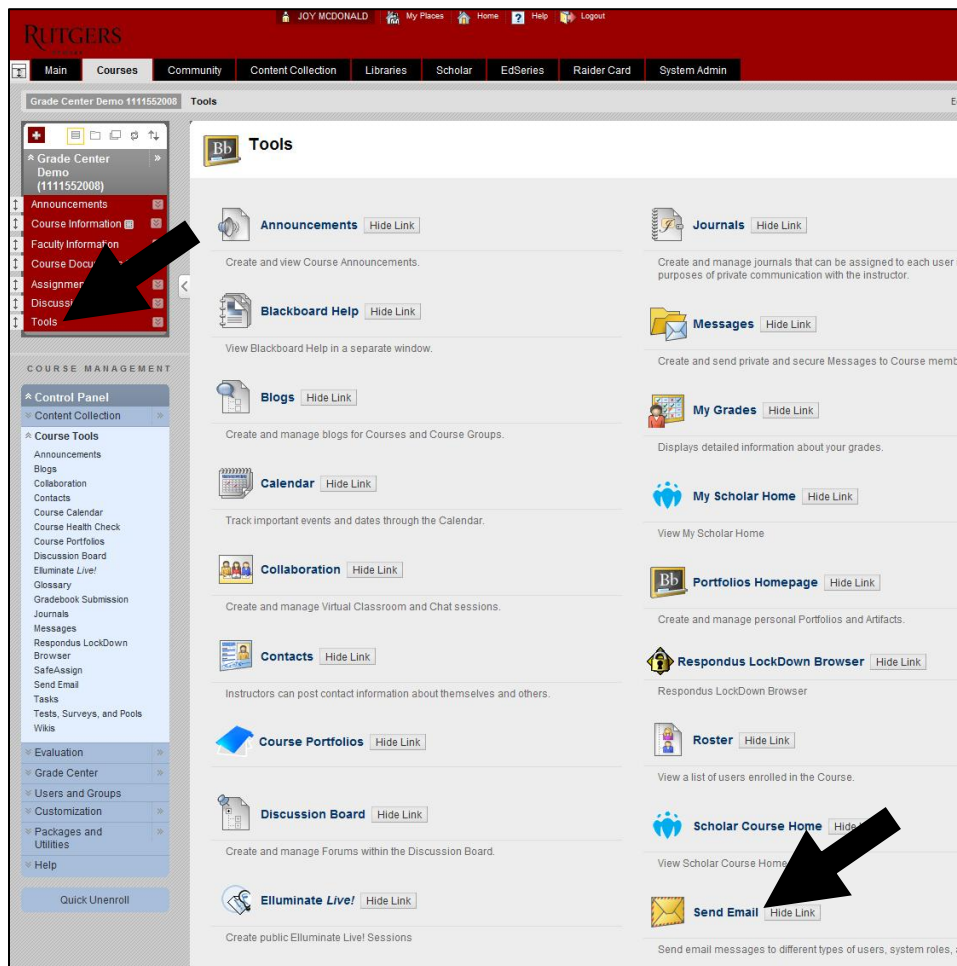
Blackboard allows you to send email to your entire class as well as to specific users or groups of users. There is also an email feature that is integrated in the Announcement and Grade Center tools but the directions below refer to sending out a broadcast email to your entire class. Email addresses are updated in Blackboard each business day based on the official email address entered in the Rutgers system. Please see note at the end of this document regarding student email addresses.

### To Send an Email to Your Entire Class


Click on **Tools** from the red course menu and then **Send Email**.

OR

Click on **Course Tools** from the blue Control Panel and then **Send Email** from the expanded menu.







Click on **All Users**. This will include students, instructors, TAs and Course Builders. There are additional options such as All/Select Groups, All Students Users, and Select Users.




### Send Email

Instructors can send email to all or selected individual Users, Students, Groups, Teaching Assistants, Instructors or Observers. From a Blackboard Learn course, email cannot be sent to anyone who is not a member of the course.

-  **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.

Enter a **Subject** and **Message**. You may also use the **Attach a File** to send a document to your students but if it is course material, it's recommended that you post the document in Blackboard.

Click the red **Submit** button at the top right or bottom right.



### All Users

Cancel **Submit**

**1. Email Information**

To: MCDONALD, JOY; OAT, RUTGERS 2; OAT, RUTGERS 1; OAT, RUTGERS 3

From: JOY L MCDONALD (JOYMCD@NEWARK.RUTGERS.EDU)

Subject:

Message:

abc

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

Attachments: [Attach a file](#)

**2. Submit**

Cancel **Submit**

**NOTE:** Email addresses are updated in Blackboard each business day based on the official address in the Rutgers system. You cannot change the email address for your students. The students must update this information themselves. Students can enter their email addresses by logging into the **Personal Contact Information System** (<https://personalinfo.rutgers.edu/pi/>) on the **Address Update** tab. It is also recommended that they verify any delivery email addresses (where they want their email delivered) and alias email addresses (the address that they give people to use to contact them) using the **NetID Management Tool** ([https://netid.rutgers.edu/allusers/manage\\_netid.cgi](https://netid.rutgers.edu/allusers/manage_netid.cgi)) on the orange **Manage Email Addresses** tab at the top.