**Activity #1: Contact Other Students by Email: How to Use Email on Blackboard**

**Directions:**

1. **Watch and Take Notes:** on: [**https://youtu.be/-vdtTB7QC-4?t=65**](https://youtu.be/-vdtTB7QC-4?t=65)
2. **Email the entire class.** Yes, all of us, including the professor.
3. **Share:** Introduce yourself to the Class. Who are you, where are you from, why are you at MATC? Also, explain at least one (1) detail that makes you unique.
4. **★Bonus★: Get to know and ask the Professor:** send him a private message by email and ask any questions you would like.
5. **Report:** What you have found out from other students—and the Professor—in the "**Week Activity Response**."

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**Optional: Read and Take Notes on the Transcript of the above Video:**

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You can use the email tool to send email to other members of your course without launching

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a separate email program.

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Let’s take a look.

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In order to use the Send Email tool, you must first have an email address associated with

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your Blackboard Learn account.

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To verify this, open the user menu and select Personal Information under the Settings heading.

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Next, select Edit Personal Information and verify that your email address in the Email

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field is correct.

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Likewise, the Send Email tool will only send email messages to users who have this field

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completed with their correct email address.

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Blackboard Learn keeps no record of your email, whether you send or receive it.

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When you send email using the Send Email tool, the recipients receive it in their external

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email accounts, and replies go to your email account, not to the course.

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Be sure to keep a copy of important messages in case you need them at a later date.

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You can access the Send Email tool from the user menu.

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Select Send Email under the Tools heading, and then select a course or organization.

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You can send email to all users in your course, all groups, specific user roles, or to specific

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users or groups.

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Instructors can limit the ability of students to send email to various groups of users in

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the course.

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When selecting specific users or groups, choose your recipients.

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Next, type the subject of your email, and then compose your message.

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You can use the functions in the editor to format your text.

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Select Attach a file to include attachments with your email.

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When you are finished, select Submit.

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A success message appears at the top of the page.

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The message isn't a confirmation that any users received the message, just that the

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message was sent.