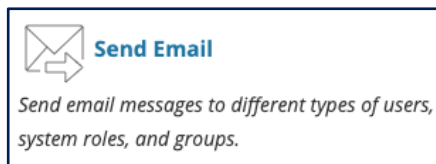


## Sending an Email to Your Instructor

The easiest way to send an email message to your instructor in your Blackboard course is to use Blackboard's built-in email tool. From inside your course, click on Tools in the menu. Scroll down and find Send Email.

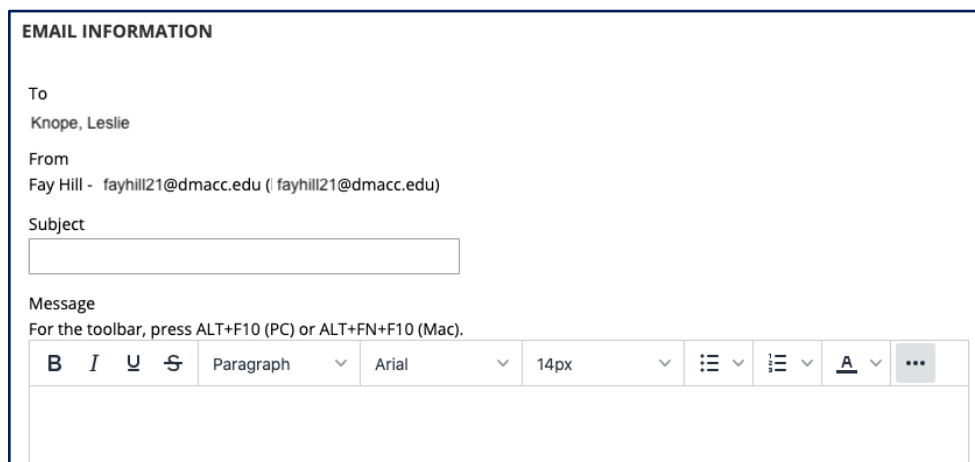
If you do not see the Send Email tool in your list, it is because your instructor prefers another contact method. Check your syllabus to find out their preferred method.



After clicking **Send Email**, scroll down and click on **All Instructor Users**.

*Note: You should never use the All Users to send an email to the entire course.*

Enter your email's subject and message.

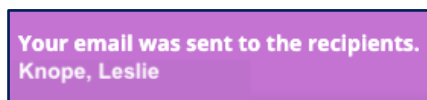
A screenshot of an email composition form. At the top is the heading "EMAIL INFORMATION". Below it are fields for "To" (filled with "Knobe, Leslie"), "From" (filled with "Fay Hill - fayhill21@dmacc.edu ( fayhill21@dmacc.edu)"), and "Subject" (with an empty text box). Below the subject field is the "Message" section, which includes a toolbar with icons for bold (B), italic (I), underline (U), strikethrough (ABC), paragraph style (Paragraph), font face (Arial), font size (14px), bulleted list, numbered list, text color (A), and a menu icon (three dots). Below the toolbar is a large empty text area for the message body.

To attach a file to send to your instructor, click the **Attach a file** link and you will be walked through attaching the file.

When you are finished, click the **Submit** button.

A horizontal rectangular box. On the left, it contains the text "Click **Submit** to proceed." On the right side, there are two buttons: a grey "Cancel" button and a blue "Submit" button.

On the next screen, a purple box will display a confirmation that your email was sent.



You also will receive a copy of the email in your DMACC email inbox to confirm that the message was sent. Keep this copy for your records.

These emails will go directly to your instructor's DMACC email box. The expected response time is based on their communication policy outlined in the course syllabus. When your instructor responds, the response will go to your DMACC email address.

You should check your DMACC email at least once a day. DMACC email can be received on most Smartphone devices. Visit [DMACC Tech Support Training Documents](#) for instructions on setting up email on your mobile device.

If you wish to email one person, such as a classmate, in your course, you can accomplish this from the **Send Email** tool as well. Instead of selecting All Instructor Users from the list, click **Select Users**.

To select your recipient, click on their name in the left column to highlight it. Then use the arrow to move them to the right column. If you accidentally add the wrong recipient, highlight their name in the right column, and use the arrow to move them back to the left column.

The screenshot shows the 'EMAIL INFORMATION' form. At the top, it says 'EMAIL INFORMATION'. Below that, there is a section for 'To' with a star icon. Underneath, there are two columns: 'Available to Select' and 'Selected'. The 'Available to Select' column contains a list of names: Brown, Brian; Davis, Kate; Hill, Fay; Jones, Laura; Ray, Randi; and Rodenborn, Amanda. Below this list are two buttons: 'Invert Selection' and 'Select All'. The 'Selected' column is currently empty. Below it are also two buttons: 'Invert Selection' and 'Select All'. Between the two columns are two arrows: a right-pointing arrow and a left-pointing arrow. Red boxes with arrows point to these arrows, with text boxes saying 'Click to add selected recipient.' and 'Click to remove selected recipient.' respectively. Below the recipient selection area, there is a 'From' field with the text 'Fay Hill - kmgrage@dmacc.edu (kmgrage@dmacc.edu)'. Below that is a 'Subject' field with the text 'Group Assignment'.

Complete the subject and message and submit as described above to send your email.