## CREATING EMAIL



View the video tutorial

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## **Create an Email from the Control Panel**

Instructors can send email to all or selected individual Users, Students, Groups, Instructors, or Observers.

Step 1	In the <b>Control Panel</b> , click <b>Course Tools.</b> Select <b>Send</b> <b>Email.</b>	<ul> <li>Control Panel</li> <li>Content Collection</li> <li>Course Tools</li> <li>Announcements</li> <li>Blackboard Scholar®</li> <li>Blogs</li> <li>Collaboration</li> <li>Contacts</li> <li>Course Calendar</li> <li>Discussion Board</li> <li>Glossary</li> <li>Journals</li> <li>SafeAssign</li> <li>Self and Peer Assessment</li> <li>Send Email</li> </ul>	
Step 2	Choose the recipients of your email. Common selections are All Student Users or Single/Select Users.	<ul> <li>All Users</li> <li>Send email to all of the users in the Course.</li> <li>All Groups</li> <li>Send email to all of the Groups in the Course.</li> <li>All Teaching Assistant Users</li> <li>Send email to all of the Teaching Assistant users in the Course.</li> <li>All Student Users</li> <li>Send email to all of the Student users in the Course.</li> <li>All Instructor Users</li> <li>Send email to all of the Instructor users in the Course.</li> <li>All Observer Users</li> <li>Send email to all Observer users in the Course.</li> <li>Single / Select Users</li> <li>Select which users will receive the email.</li> <li>Single / Select Groups</li> <li>Select which Groups will receive the email.</li> </ul>	
		Single / Select Observer users     Send an email to selected Observer users.	



Step 3	Enter the title of the e-mail in <b>the Subject</b> text box and your message in the <b>Message</b> text box.	Email Information		
		То	Cunningham, Alba; Faculty, Training; Edmonds, April John; Call, Chad; Student, Jane	
		From	Alba Cunningham (cunninga@tcc.fl.edu)	
		Subject	Test	
		Message	This email is a test.	
Step 4	Click the <b>Return Receipt</b> checkbox to receive a copy of the email.	A copy of this email will be sent to the sender. Return Receipt		
Step 5	If you would like to add an attachment, click on the <b>Attach</b> a file link and <b>browse</b> for your file.	Attachments Attach Another File remove		
Step 6	Click Submit.	Submit		
	<ul> <li>Notes:</li> <li>Recipients of each email will not see the email addresses of other recipients.</li> <li>Instructors cannot send email to others outside of the course using the internet with the Send Email function.</li> </ul>			



## View the video tutorial anna. Create an Email from the Course Menu Step 1 On the Course Menu, click + the Tools link. FACIT101 (Facit Training) Home Page × Information ¥ Content $\mathbb{V}$ Chapter 1 $\mathbb{V}$ Resources 🗹 💷 V × Discussions Groups $\sim$ × Help \* Journal Z × blank page × Tools Step 2 On the Tools page, select Send Email Hide Link Send Email. Send email messages to different types of users, system roles, and groups. Step 3 Choose the recipients of your email. » 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. All Instructor Users Send email to all of the Instructor users in the Course. All Observer Users Send email to all Observer users in the Course. » Single / Select Users Select which users will receive the email. Single / Select Groups Select which Groups will receive the email. Single / Select Observer users Send an email to selected Observer users.



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