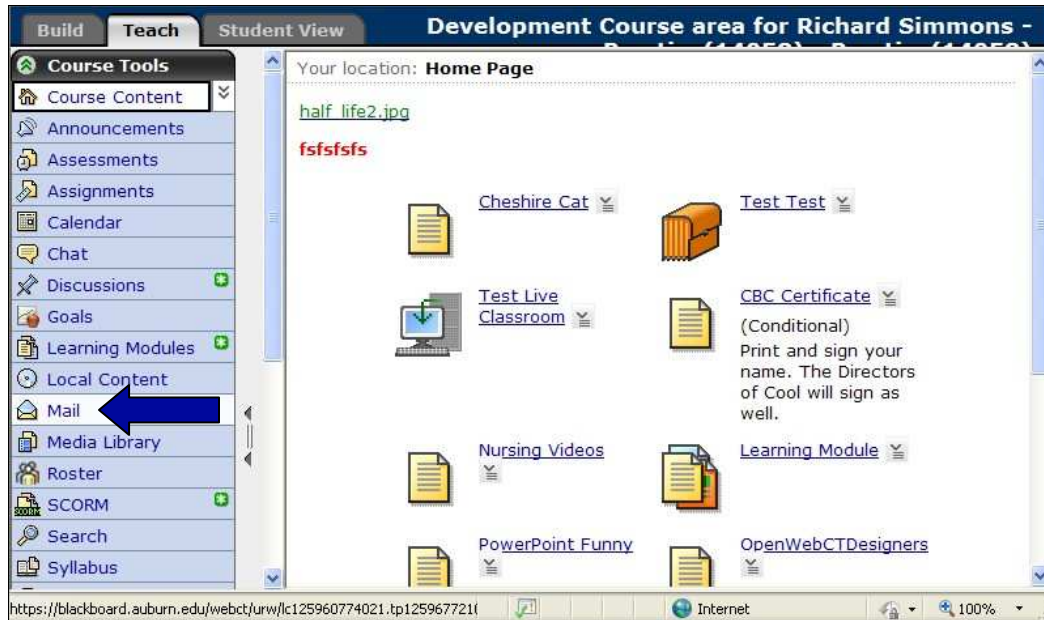
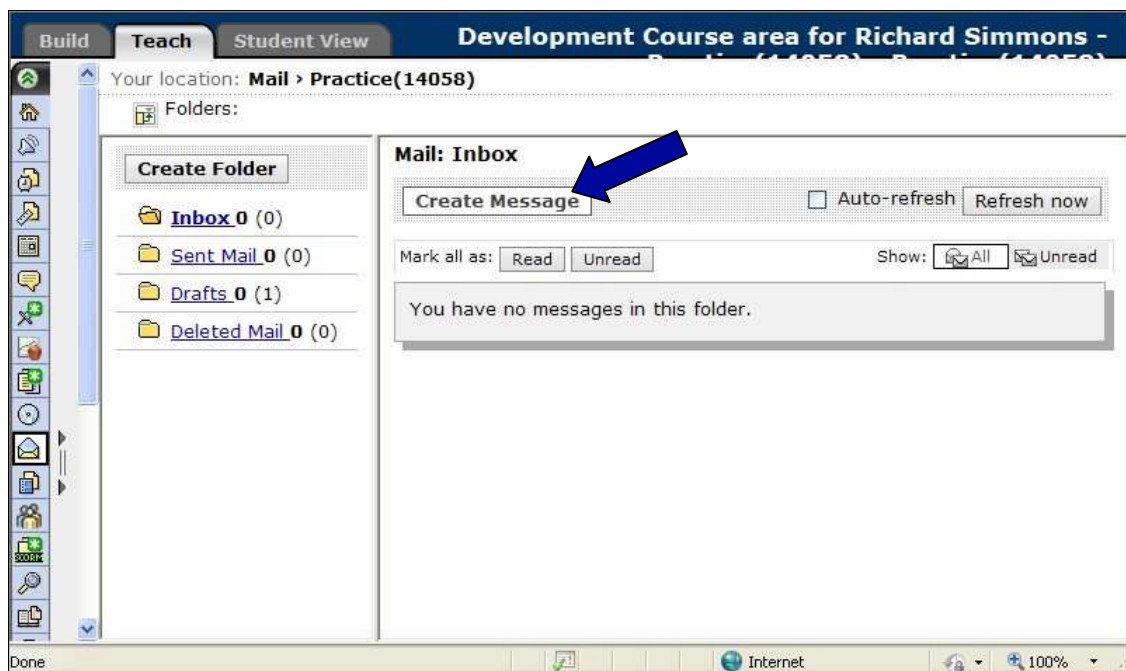


How to Send an Email through Blackboard

1. E-mail in Blackboard is internal to Blackboard and is **not** sent to @auburn.edu accounts. Students will need to log into Blackboard to view the e-mail. To send an email, select the **Mail** link

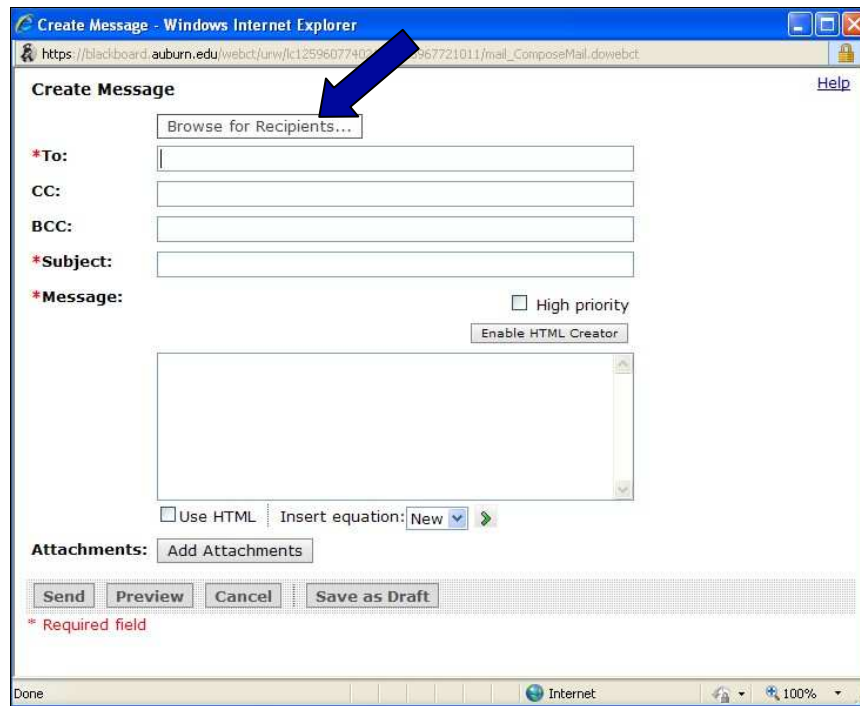


2. Select the **Create Message** link

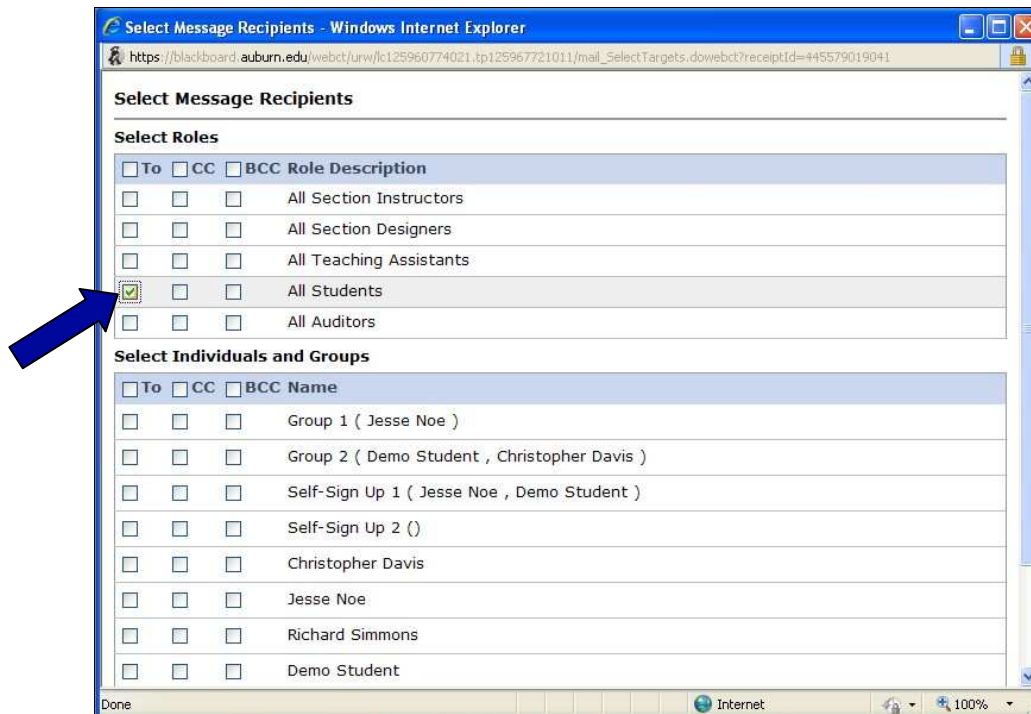


How to Send an Email through Blackboard

3. Select the **Browse for Recipients...** link

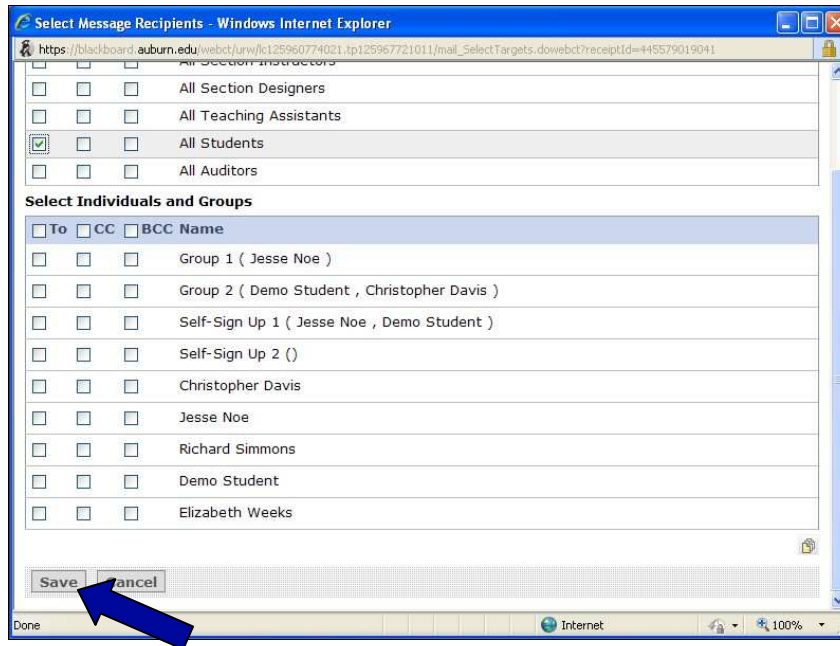


4. You may e-mail by role (for example, all students) or select individual students or groups

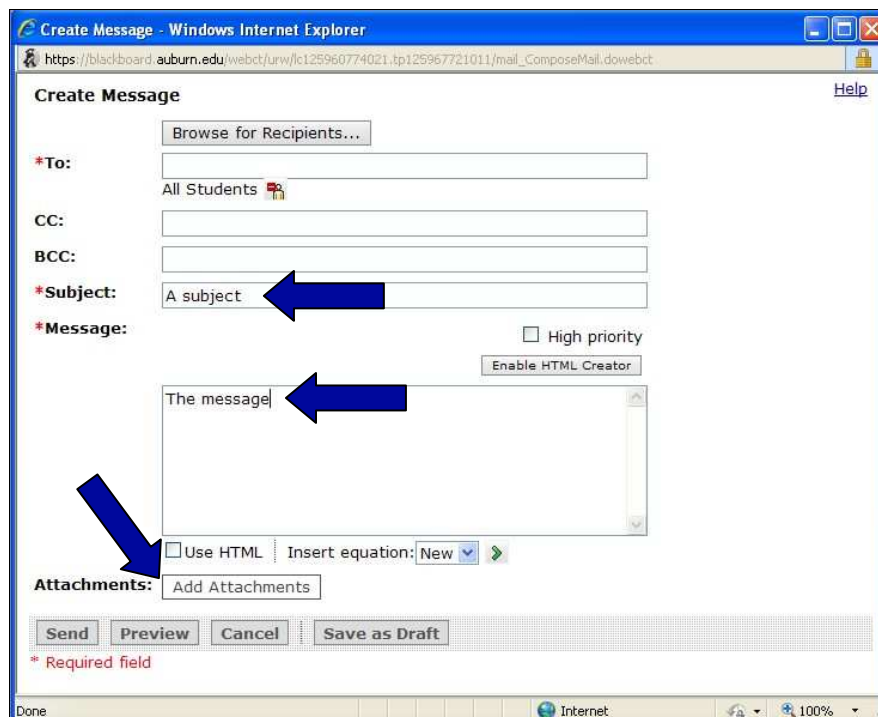


How to Send an Email through Blackboard

5. Click the **Save** button

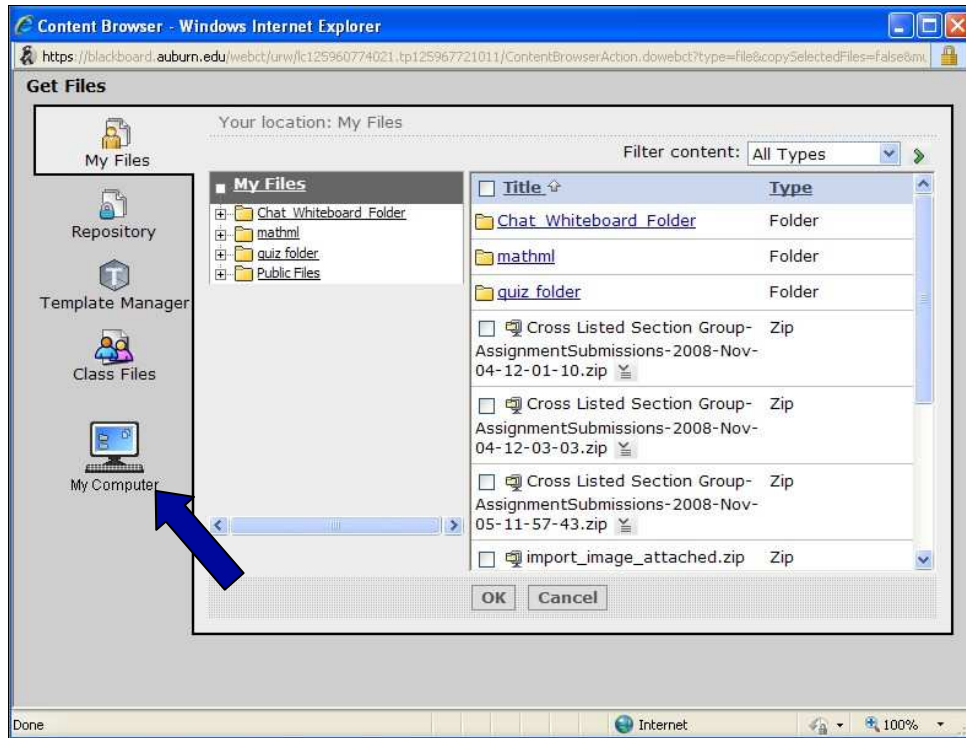


6. Enter a subject and a message. Select the **Add Attachments** link if you would like to add an attachment

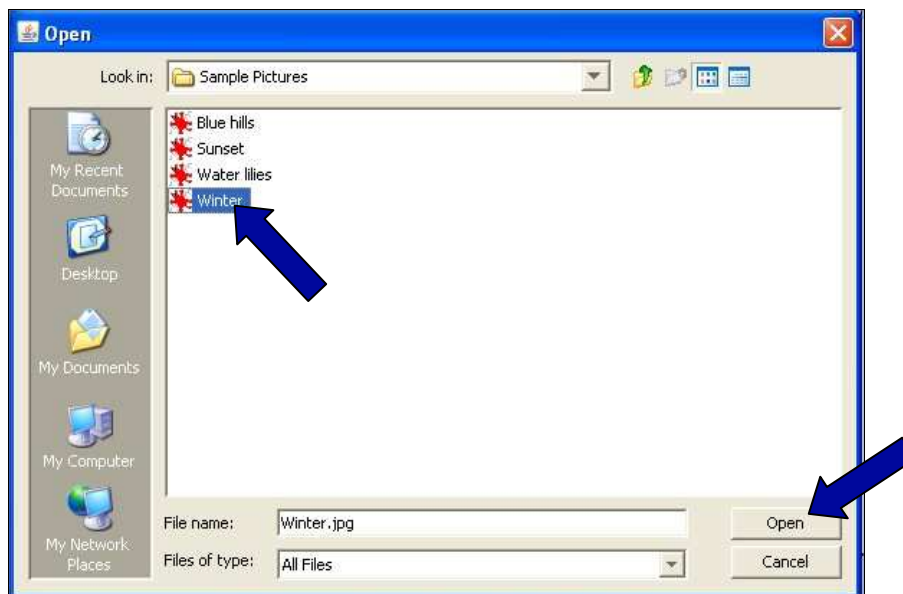


How to Send an Email through Blackboard

7. Click the **My Computer** icon to add a file

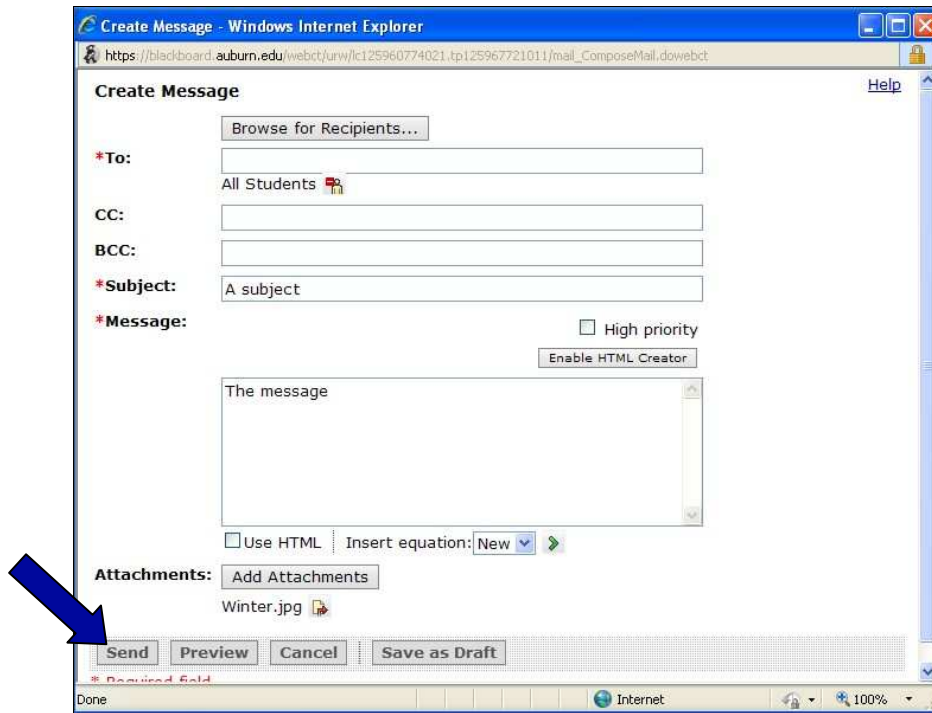


8. Navigate to and select the file to attach. Click Open



How to Send an Email through Blackboard

9. Click the **Send** button



10. Your e-mail has been sent through Blackboard. Students will need to log into Blackboard to view the e-mail

