

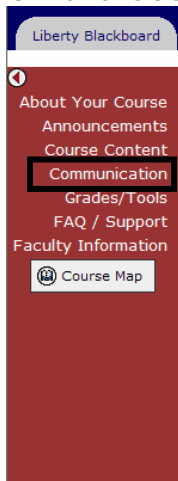


Blackboard Tutorial

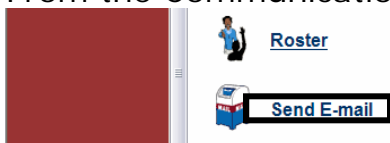
In this tutorial you will learn how to send email through Blackboard.

The Center for the Advancement of Faculty Excellence
LIBERTY UNIVERSITY

On the Course Menu click the Communication link.



From the Communication menu click Send E-mail.



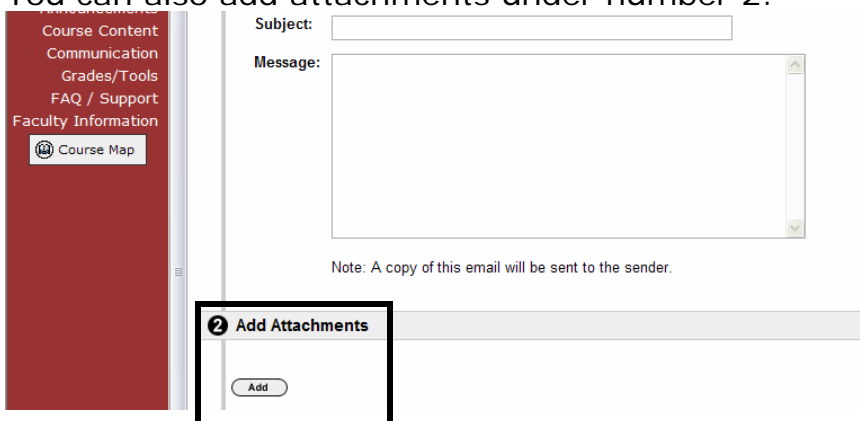
On the Send E-mail page choose a group to send the email to.



After selecting a group, fill in the subject and the message.



You can also add attachments under number 2.



To send the message, use the Submit button at the bottom right of the screen.

