

## Emailing from Blackboard



- 3. Next, from the list, choose whom you want to email.
- 4. Enter a subject and a message.
- 5. Click Submit.

|                              | 1. Email Information  |
|------------------------------|---|
| All Users                    | To Coleman_admin, Kara; Smith_admin, Daniel; Calvert, Kathleen; Calvert_Admin, Kathy;<br>Amos_admin, Daniel; Anderson_admin, Bailey |
|                              | From Imma Learner (kkcoleman@liberty.edu)   |
| All Groups                   | Subject   |
| All Teaching Assistant Users | Message Text Editor Ia: ON  |
| All feating Assistant users  | * Normal 🖕 3 🔪 Arial 🔪   B Z U ebter   ¥2 x²   臣 吾 君   0, 2   注 臣<br>住 律  |
| All Student Users            |   |
| All Instructor Users         |   |
| Select Users                 | A Path: body  |
|                              | A copy of this email will be sent to the sender.  |
| Select Groups                | Attachments Attach a file   |
|                              |   |
|                              | 2. Submit   |
|                              | Click Submit to proceed. Click Cancel to quit.  |

Note: This email will be sent through your Liberty email address.

Emailing from Blackboard | Page 1 of 1 ©Liberty University 12/28/12 | Bb 9.1.09