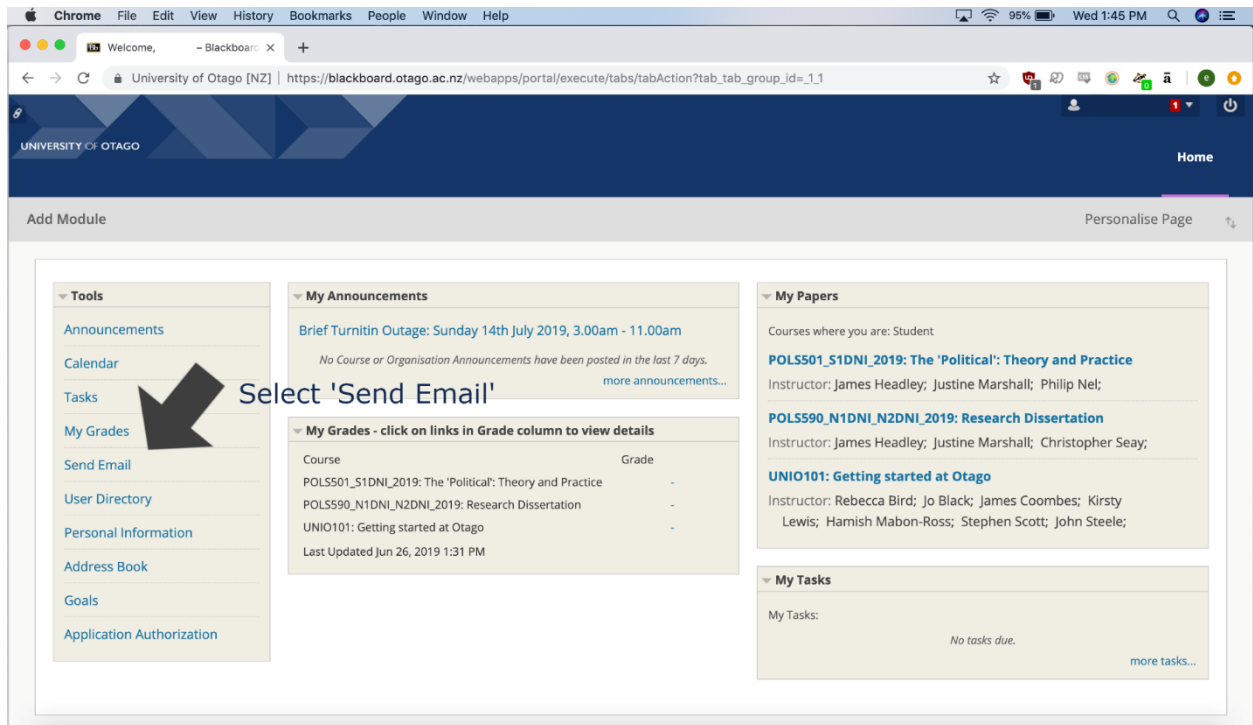


## Using blackboard to send an email



The screenshot shows the Blackboard home page for the University of Otago. The 'Tools' menu is open, and 'Send Email' is highlighted with a black arrow. A text overlay 'Select 'Send Email'' is positioned over the arrow.

**Tools**

- Announcements
- Calendar
- Tasks
- My Grades
- Send Email**
- User Directory
- Personal Information
- Address Book
- Goals
- Application Authorization

**My Announcements**

Brief Turnitin Outage: Sunday 14th July 2019, 3.00am - 11.00am

No Course or Organisation Announcements have been posted in the last 7 days. [more announcements...](#)

**My Grades - click on links in Grade column to view details**

Course	Grade
POLS501_S1DNI_2019: The 'Political': Theory and Practice	-
POLS590_N1DNI_N2DNI_2019: Research Dissertation	-
UNIO101: Getting started at Otago	-

Last Updated Jun 26, 2019 1:31 PM

**My Papers**

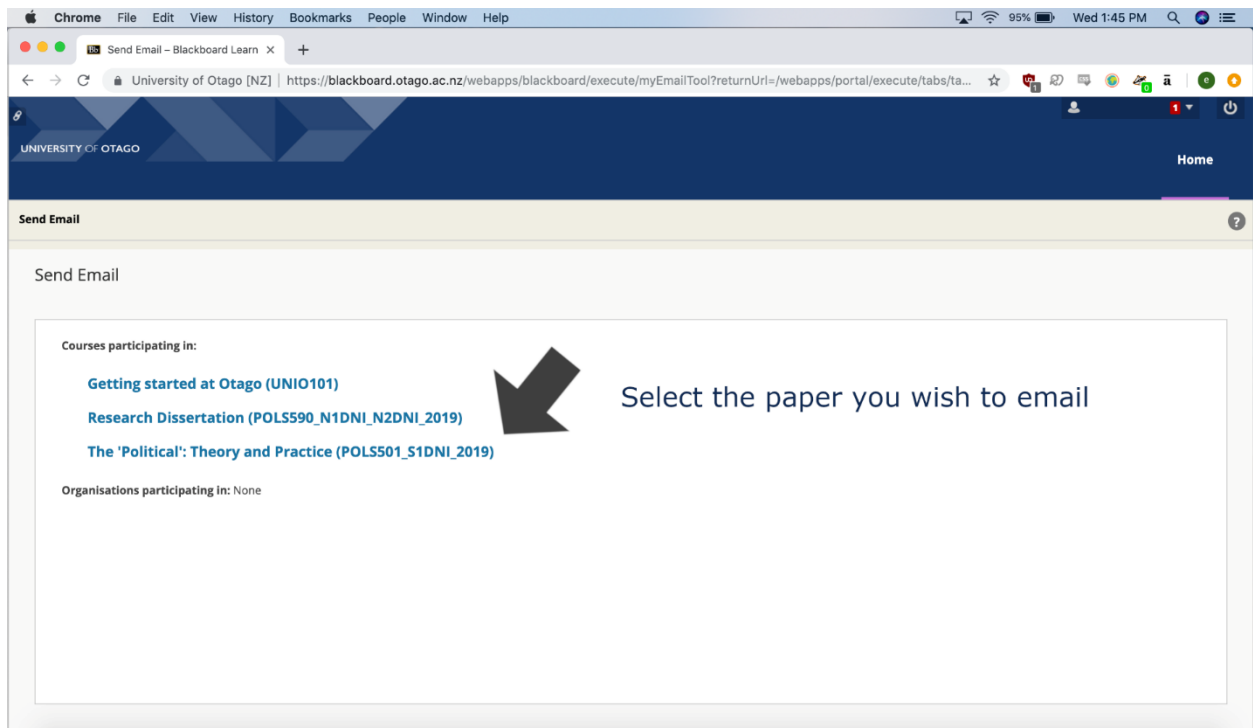
Courses where you are: Student

- POLS501\_S1DNI\_2019: The 'Political': Theory and Practice**  
Instructor: James Headley; Justine Marshall; Philip Nel;
- POLS590\_N1DNI\_N2DNI\_2019: Research Dissertation**  
Instructor: James Headley; Justine Marshall; Christopher Seay;
- UNIO101: Getting started at Otago**  
Instructor: Rebecca Bird; Jo Black; James Coombes; Kirsty Lewis; Hamish Mabon-Ross; Stephen Scott; John Steele;

**My Tasks**

My Tasks:

No tasks due. [more tasks...](#)



The screenshot shows the 'Send Email' page in Blackboard. A list of courses participating in the email tool is displayed. A black arrow points to the first course, 'Getting started at Otago (UNIO101)'. A text overlay 'Select the paper you wish to email' is positioned to the right of the arrow.

**Send Email**

Send Email

Courses participating in:

- Getting started at Otago (UNIO101)**
- Research Dissertation (POLS590\_N1DNI\_N2DNI\_2019)**
- The 'Political': Theory and Practice (POLS501\_S1DNI\_2019)**

Organisations participating in: None

Chrome File Edit View History Bookmarks People Window Help

Send Email - POLS501\_S1DNI

University of Otago [NZ] | [https://blackboard.otago.ac.nz/webapps/blackboard/email/caret.jsp?family=send\\_email&course\\_id=\\_39421\\_1](https://blackboard.otago.ac.nz/webapps/blackboard/email/caret.jsp?family=send_email&course_id=_39421_1)

UNIVERSITY OF OTAGO Home

POLS501\_S1DNI\_2019 The 'Political': Theory and Practice Send Email

Send Email  
Send emails to others in your course without having to switch to your email provider. [More Help](#)

**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**

Select 'All Student Users'

Chrome File Edit View History Bookmarks People Window Help

All Student Users - POLS501\_S1DNI

University of Otago [NZ] | [https://blackboard.otago.ac.nz/webapps/blackboard/execute/displayEmail?navItem=email\\_all\\_students&course\\_id=\\_39421\\_1](https://blackboard.otago.ac.nz/webapps/blackboard/execute/displayEmail?navItem=email_all_students&course_id=_39421_1)

UNIVERSITY OF OTAGO Home

POLS501\_S1DNI\_2019 The 'Political': Theory and Practice Send Email All Student Users

All Student Users

EMAIL INFORMATION

To All the people in your class will be listed here

From

Subject

Message  
For the toolbar, press ALT+F10 (PC) or ALT+FN+F10 (Mac).

Write your message here

Click **Submit** to proceed.

Cancel Submit