

Blackboard Learn – Send Email Option with Return Receipt

About: The “Send Email” Tool is used as an External Mail Client to send correspondence to Jeff State User Accounts.

- 1) Go to Course Management Menu.
- 2) Select ‘Send Email.’ Select from list “All Users”; “Individual Users,” etc.
- 3) Complete Subject and Message information.
- 4) Place a check by “A Copy of this email will be sent to the sender/Return Receipt.”
- 5) Select Submit.

Note: The Sender will receive copy of message with list of recipients.

Note: Instructors/Students may respond through Outlook/Office 365.

The screenshot shows the 'Send Email' interface in Blackboard Learn. The interface is divided into several sections:

- Course Management Menu:** A sidebar on the left with 'Send Email' highlighted.
- Send Email Header:** A box containing the title 'Send Email' and a sub-header 'All Users' with the description 'Send email to all of the users in the Course.'
- EMAIL INFORMATION:** A section containing:
 - To:** A dropdown menu with 'All Students' selected.
 - From:** A text field containing 'Instructor name__@jeffersonstate.edu'.
 - Subject:** A text field containing 'Email to All Students'.
 - Message:** A rich text editor with a toolbar and a text area containing 'Type text here.'
 - Path:** A text field containing 'p'.
- Return Receipt:** A checkbox labeled 'A copy of this email will be sent to the sender. Return Receipt' which is checked.
- Buttons:** 'Cancel' and 'Submit' buttons at the bottom right.
- Attachments:** A section at the bottom left with the text 'Attach a file'.

