How to Use the Email Tool

This tutorial will show you how to use Email tool in WebCampus. Please note that there are actually two mail-related tools available in WebCampus – Send Email and Messages.

**TIP:** Send Email tool allows emails to be sent from the course to the users’ external email accounts listed in their profiles. These emails are not stored inside the course and must be replied to outside of WebCampus. In accordance with FERPA, email cannot be used for sending grades or other confidential information.

**TIP:** Messages is an internal mail tool contained entirely inside the WebCampus course. It allows students and instructors to send messages to anyone enrolled in a course and all communications stay within WebCampus. Users must be logged into the course to read or send Messages.

Now let’s talk about how to use the Email tool to send an email to your students.

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**Using the Email Tool**

1. **Enter your course.**

   ![Course List](image)

2. **Make sure the Edit Mode is ON.**

   ![Edit Mode ON](image)

   The edit button is on the top right once you open up your course. This must be turned on in order to edit content.
3. **Add menu item.**

On the Course Menu, click on the Add Menu item plus sign and select the Create Tool Link option.

4. **Name the link and change the tool.**

In the popup window Add Tool Link, enter the name for the link, and change the type of tool to Email.

5. **Next, make the link visible to the students by selecting the checkbox next to the Available to Users option.**
6. Click on the Submit button when done.

Now you will see the link to Email on the bottom of the Course Menu. You can change the order of the links by clicking on the arrow to the left of the item and dragging it to the desired location.

7. Send an email to students.

To send a message to anyone within a course, click on the Email link in Course Menu. Or you can click on the Send Email link under the Course Tools section.
8. In the new window of Send Email, select who you want to send your email to. You can select users, groups, instructors, or a combination of them. For example, you can email to All student Users or Single/Selected Users in the course.

9. Let’s send an email to All Students.

Click “All Student Users”. In the new window All Student Users, you will type in Email Information:

- **To**: The name list of student recipients.
- **From**: Your name and email address that will be used for sending emails.
- **Subject** *(Optional)*: Blackboard will automatically add your course ID to the Email subject. It will look like: 9999PRAC_DemoCourse: Your Email Subject.
- **Message** *(Optional)*: Type your message for the email.
- **Return Receipt** *(Optional)*: If checked, you will receive a copy of the email with all the recipients listed. But this option will not tell you if student recipient has opened the email.
- **Attachment** *(Optional)*: Attach one or more files. Total size is up to 1024 MB
10. Click Submit, and you will see the confirmation.

11. Next, let’s send an email to Selected Students.

If you want to send email to selected student users, choose Single/Selected Users in step 4. In the Available to Select box, select individual student or hold Ctrl key to select multiple students, then click to move selected students to Selected box as recipients. Type your email Subject and Message.

12. Click Submit button, and you will see the confirmation.
13. Now the student will receive your email in their own email accounts