



Flexible Learning - Blackboard

Sending Email from Blackboard

Sending emails to students using **Blackboard's Send Email** tool is an easy and effective way to communicate important information.

When Blackboard users send emails from Blackboard, the emails are delivered to the recipient's **NTC email address**. Users **cannot view emails** in Blackboard and Blackboard **does not keep record** of the emails. Any student replies go to the instructor's NTC email inbox.

Accessing from My Blackboard Page

One way to access this useful tool is from the **My Blackboard** page.

- Under Tools, click on **Send Email**
- Select a course
- Select which users to email (All users, All Student Users etc.)
- Add a subject line and compose the message
- Click submit
- The email will be sent to the selected user's NTC email account

Accessing from Within a Course

The standard NTC Blackboard template provides a link to the Send Email tool as a menu item (See Below). To send emails to users in a course, click on the Send Email menu item, select which groups of users to email, and compose your message.