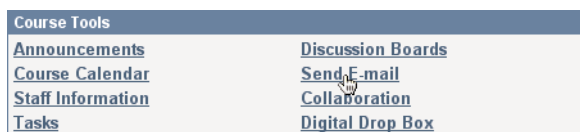


INTRODUCTION

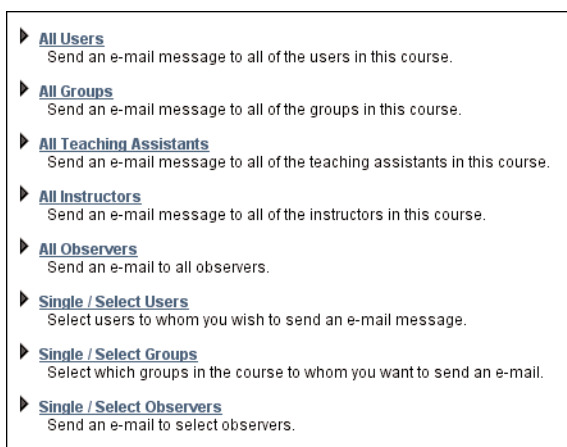
When a Blackboard account is set up for an instructor or a student, their current email address is entered into the system (usually their Northeastern email). When someone uses the send email function in Blackboard, the email is sent to the address in Blackboard's system. You do not have a Blackboard email address and you cannot retrieve your email from within Blackboard. Any email sent through Blackboard will show up in your regular email inbox.

SEND EMAIL

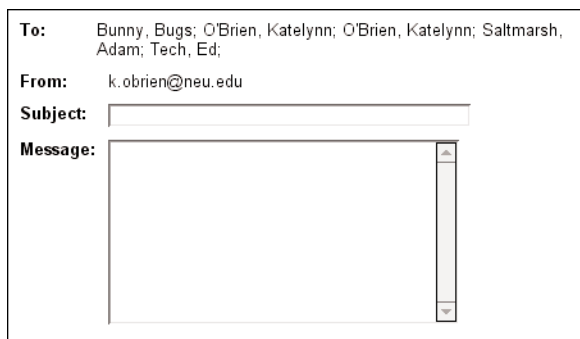
1. In the section of the Control Panel titled "*Course Tools*", click on *Send E-mail*.



2. Select who you wish to send email to.



3. Enter a subject and your message.



To: Bunny, Bugs; O'Brien, Katelynn; O'Brien, Katelynn; Saltmarsh, Adam; Tech, Ed;

From: k.obrien@neu.edu

Subject:

Message:

4. If you wish to receive a copy of the email, check the box next to "*Send copy of message to self*".

5. Click the **Add** button to add attachments to the email.

6. Click the **Submit** button to send.