WHY WOULD YOU USE THIS FEATURE:
When your instructor has assigned a group project, sending emails is often the best means of communication between group members. Email is convenient because it allows communication at any time of the day between group members, and allows group members to communicate without having to worry about schedules or arranging group meetings. The following tutorial will demonstrate how to send emails to group members.

HOW TO SEND EMAILS TO GROUP MEMBERS:
1. Access your course through Blackboard.
2. Locate the list of your groups under the course menu.
3. To send an email, click on the chevron next to your group’s name and select Send Email.
4. Use the right and left arrows to select and deselect group member to email. To select multiple users at once, hold the Control key and select the members you wish to receive the email.
5. Enter a subject for your email and then type in your message. You can attach a file by clicking the Attach a File link below the message box. Click Browse, search for your file and click Open to attach it to the email.

6. When you have finished composing your email, click Submit to send it. By default, you will also receive a copy of the email.