STUDENT TUTORIAL:
## GROUPS SENDING EMAILS

UTC Learn

## 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.
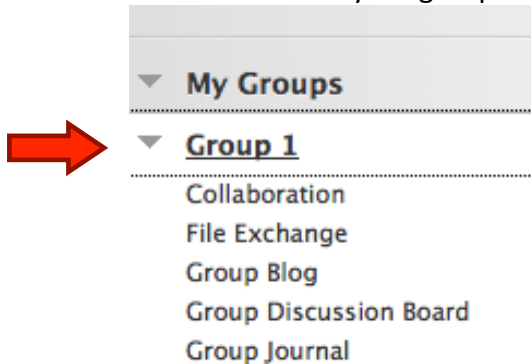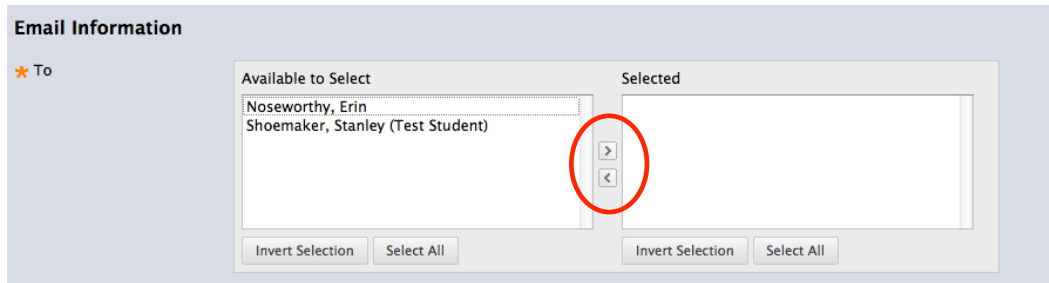

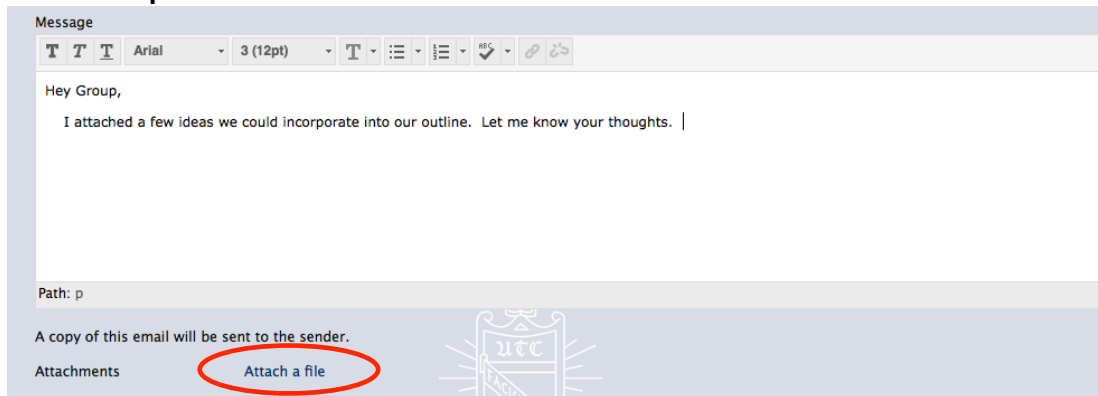3. To send an email, click on the chevron next to your group's name and select **Send Email**.
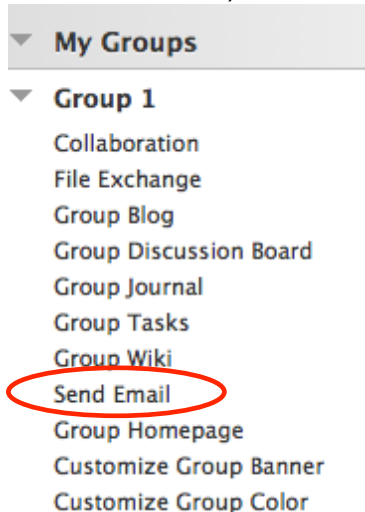
4. Use the **right** and **left** arrows to select and deselect group member to email. To select multiple users at once, hold the Control key and select the members you wish to receive the email.

Email Information

To

Available to Select		Selected
Noseworthy, Erin Shoemaker, Stanley (Test Student)	> <	
Invert Selection Select All		Invert Selection Select All

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.

Message

Arial   3 (12pt)

Hey Group,

   I attached a few ideas we could incorporate into our outline. Let me know your thoughts.

Path: p

A copy of this email will be sent to the sender.

Attachments   Attach a file

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