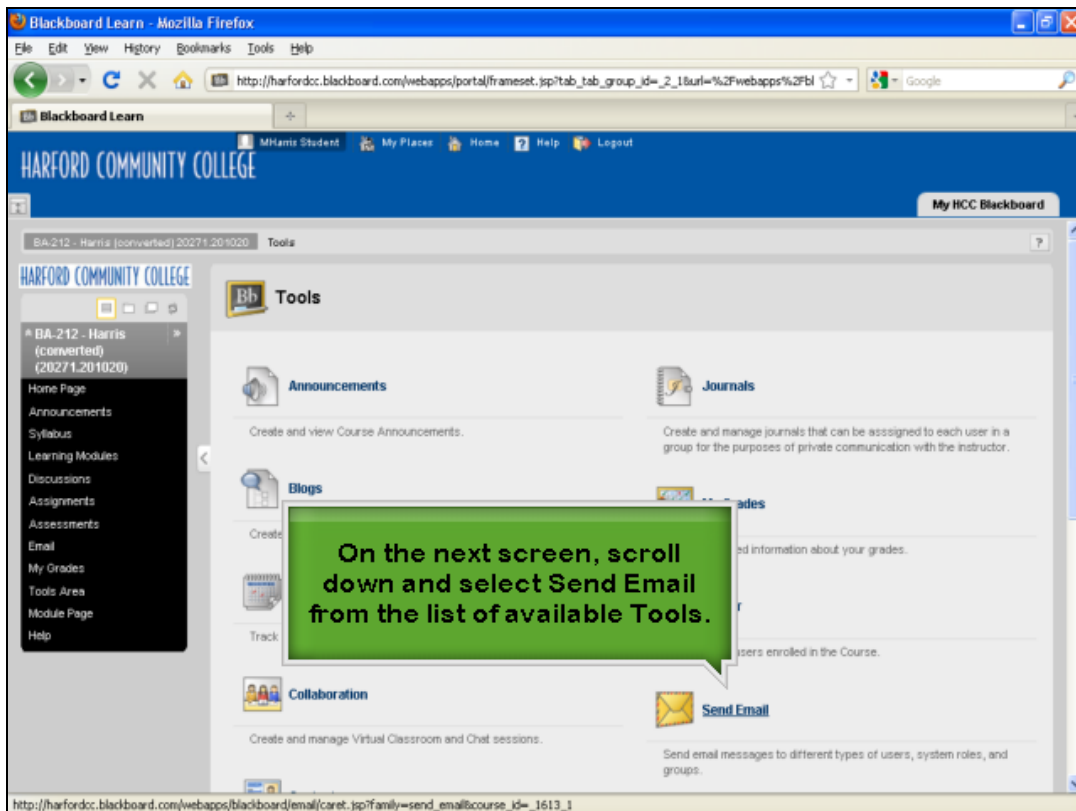
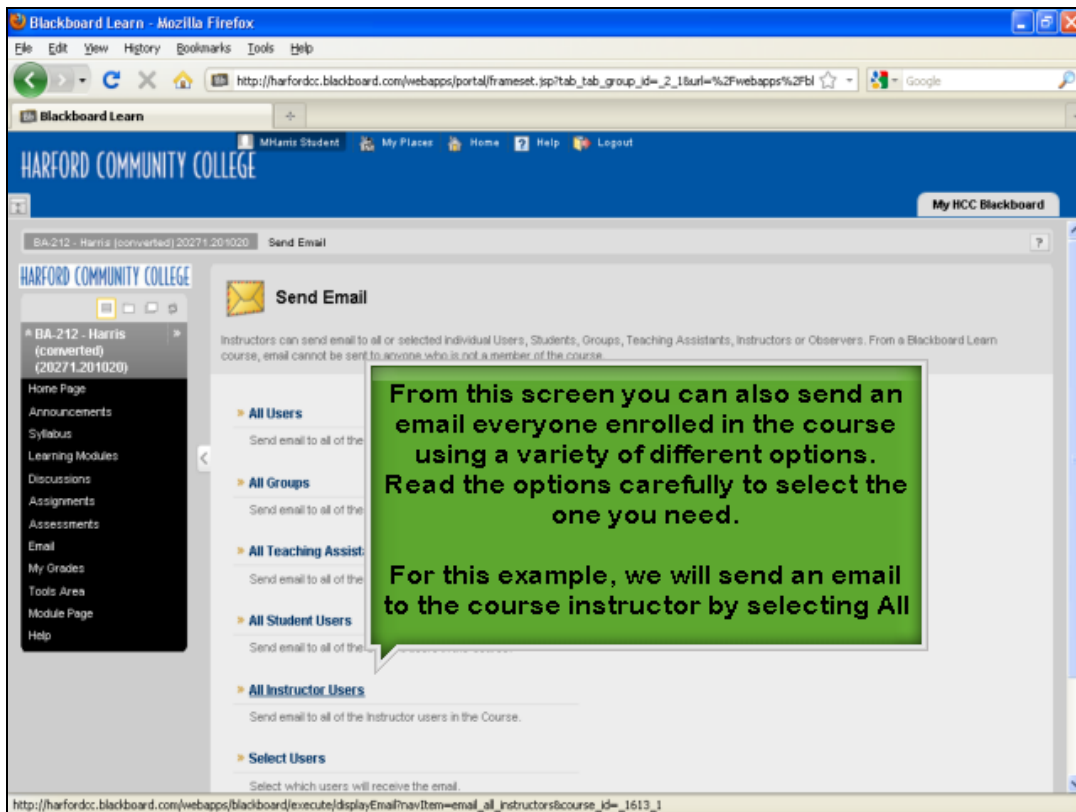


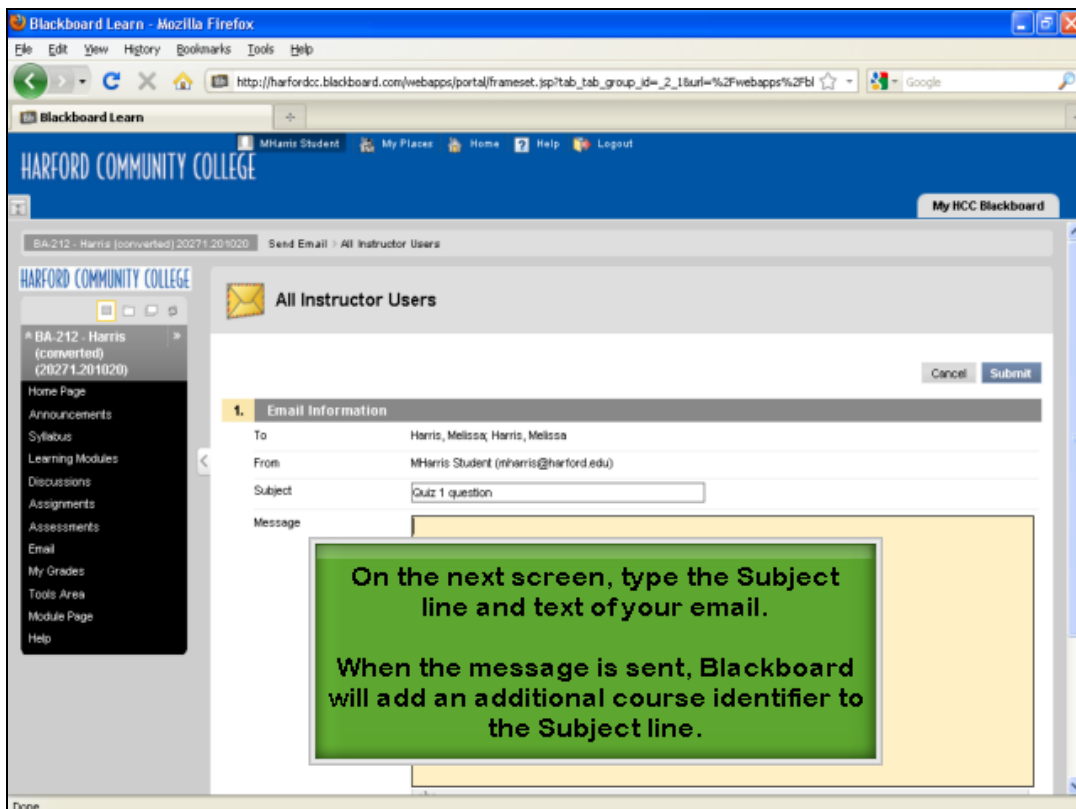
The Blackboard Email Tool may be linked in your left navigation window or you may have to go to the Tools Area. In this example, both options are available. We will click on the Tools Area to access Email.



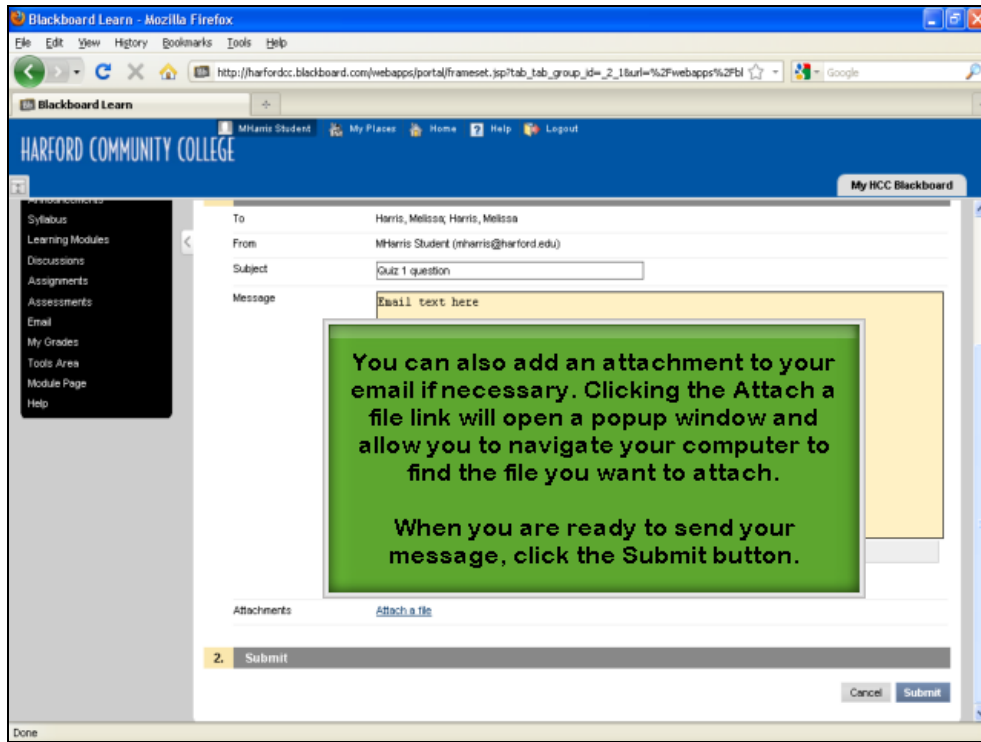
On the next screen, scroll down and select Send Email from the list of available Tools.



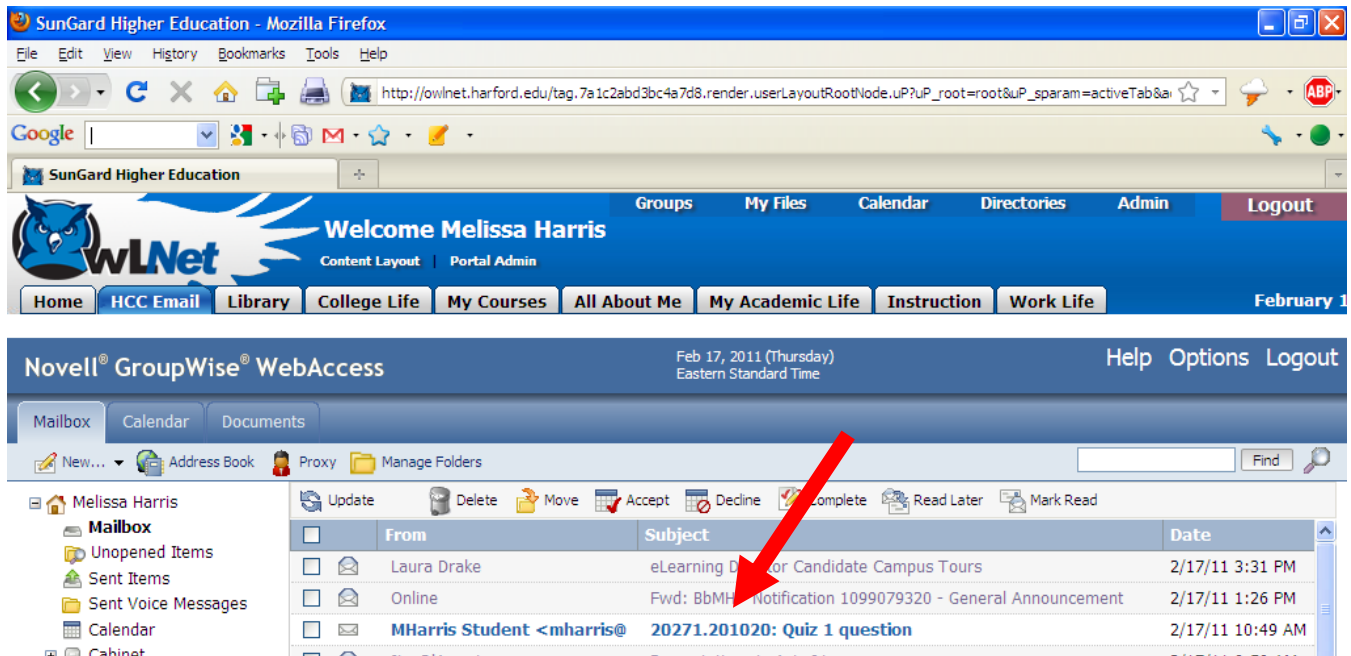
From this screen you can also send an email everyone enrolled in the course using a variety of different options. Read the options carefully to select the one you need. For this example, we will send an email to the course instructor by selecting All Instructor Users.



On the next screen, type the Subject line and text of your email. When the message is sent, Blackboard will add an additional course identifier to the Subject line.

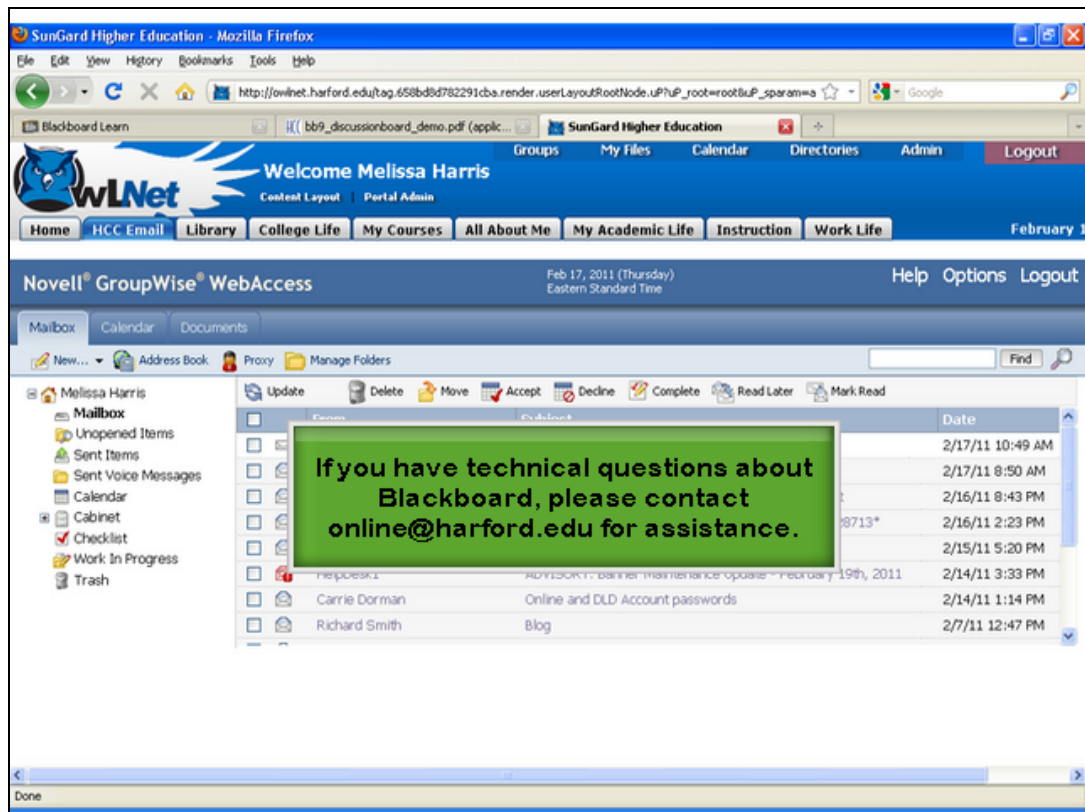


You can also add an attachment to your email if necessary. Clicking the Attach a file link will open a popup window and allow you to navigate your computer to find the file you want to attach. When you are ready to send your message, click the Submit button.



To view messages sent from Blackboard, you must use your HCC email account. You can access your email from the HCC Email tab in OwlNet or by logging in to <http://mail.harford.edu> with your OwlNet username and password.

When a message is sent from a Blackboard course, semester information and the Course Reference Number (CRN) is added to identify the course origin. Be sure to check your email frequently during the semester. You will only see email messages in your HCC email account.



If you have technical questions about Blackboard, please contact online@harford.edu for assistance.