Emailing Multiple Courses

Qwickly Send Email
1. Navigate to https://blackboard.towson.edu/.
2. Locate your Qwickly module on your home page.
3. In the menu, select Send Email.

![Qwickly Send Email Menu](image)

4. Give your email a subject and type your message.
5. Select the courses you would like to receive the email from the list on the left.
6. Select if you would like the email to go to everyone, students, instructors, or TA’s of the course.
7. Submit.

![Send Email Form](image)