

## 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**.

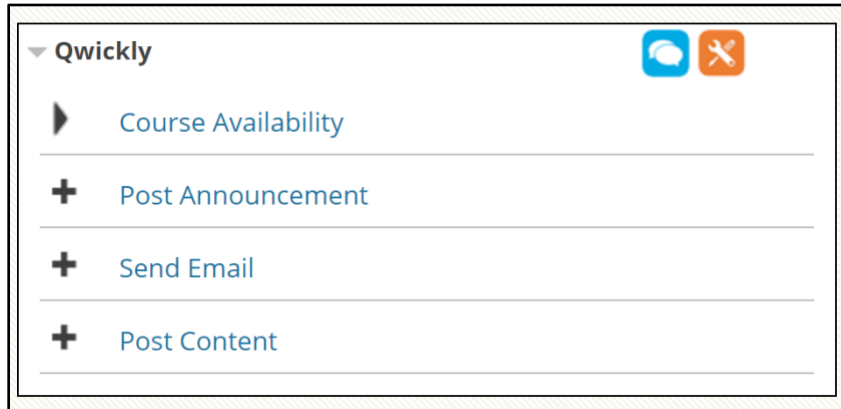


Figure 1

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**.

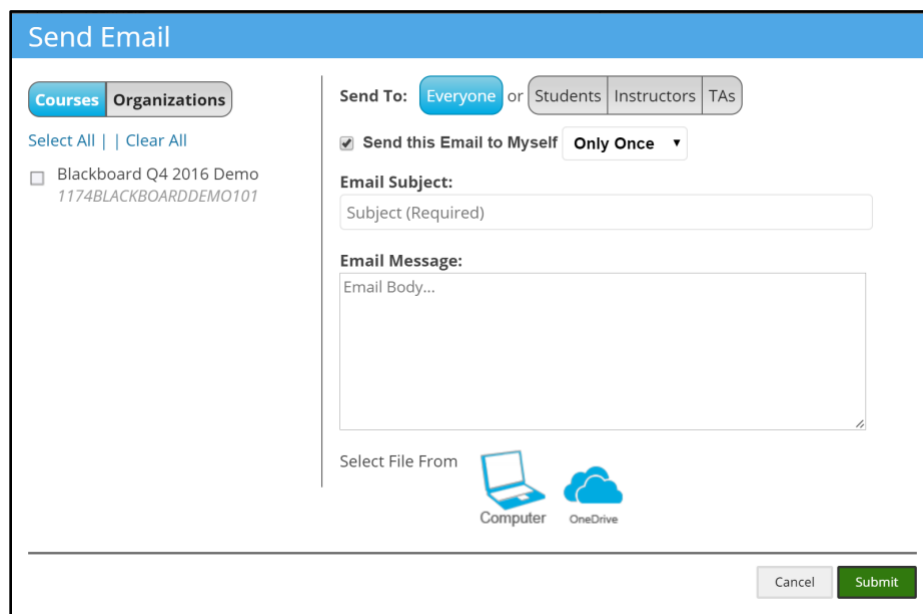


Figure 2