Emailing a Professor

1. Log into Blackboard Learn and click the **Global Navigation Menu** (your name) towards the upper-right.

   ![Global Navigation Menu](image)

   *Figure 1*

2. Select the **Tools** bar.
3. Select **Send Email** from the list of options.
4. Select the Course for the Professor you wish to email.
5. Select **All Instructor Users** to email the Professor.
6. Give the email a subject and type your message.
7. Click **Submit**.

   If you have more than one instructor in the course and wish to send to only one instructor...

1. Follow steps 1-4 above.
2. Choose **Select Users**
3. Find the user you would like to send the message to, highlight their name, and click the right arrow to move them to the “Selected” field
4. Give the email a subject and type your message
5. Click **Submit**