Emailing a Professor

1. Navigate to https://blackboard.towson.edu
2. Log in with your TU NetID and Password
3. Click on the Global Navigation Menu (your name) in the upper right corner
4. Select the Tools option

![Global Navigation Menu]

Figure 1

5. Select Send Email from the list of options
6. Select the course for the Professor you wish to email
7. Select All Instructor Users to email the professor
8. Give the email a subject and type your message
9. Click Submit

If you have multiple instructors in one course and wish to email only one...

1. Follow steps 1-6 above
2. Choose Select Users
3. Find the user you would like to send the message to and highlight their name
4. Click the right arrow button to move them to the “Selected” field
5. Give the email a subject and type your message
6. Click Submit