Emailing a Professor

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

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**