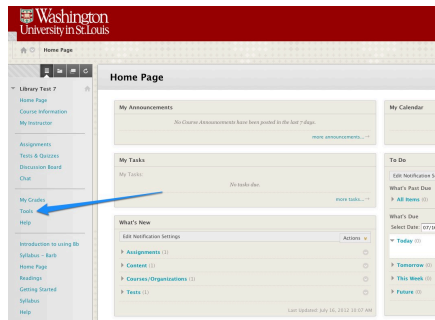


BLACKBOARD FOR STUDENTS: FACT SHEETS

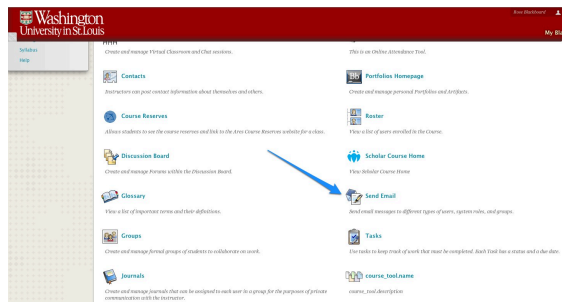
(For more information, contact Student Technology Services at 314.935-7100 or visit sts.wustl.edu)

HOW TO SEND AN EMAIL FROM YOUR COURSE

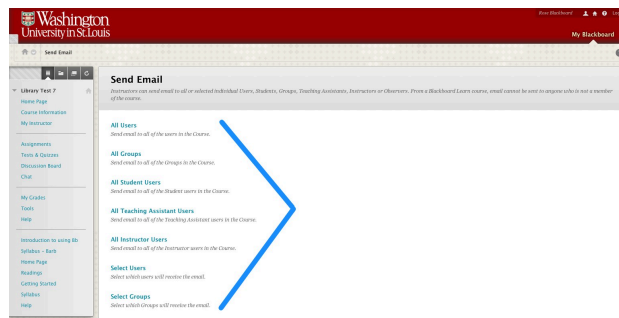
1. In your course menu, click on Tools.



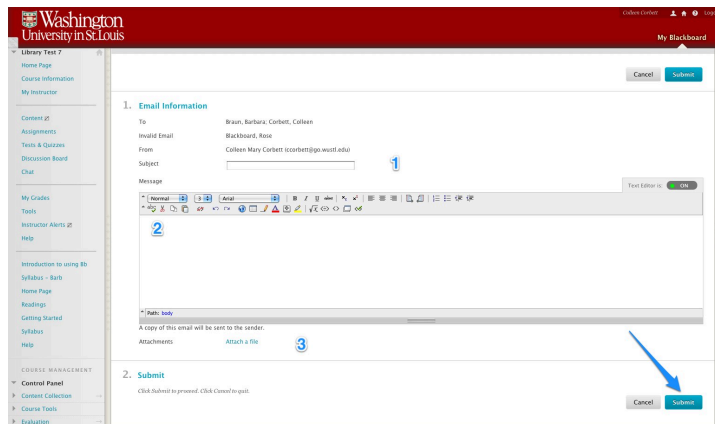
2. Access Send Email from the Tools menu.



3. Click on the user or group you wish to email.



4. When composing an email, type a subject line (1), enter text (2), add an attachment if necessary (3), and click Submit.



http://ondemand.blackboard.com/r91/movies/bb91_student_sending_email.htm