

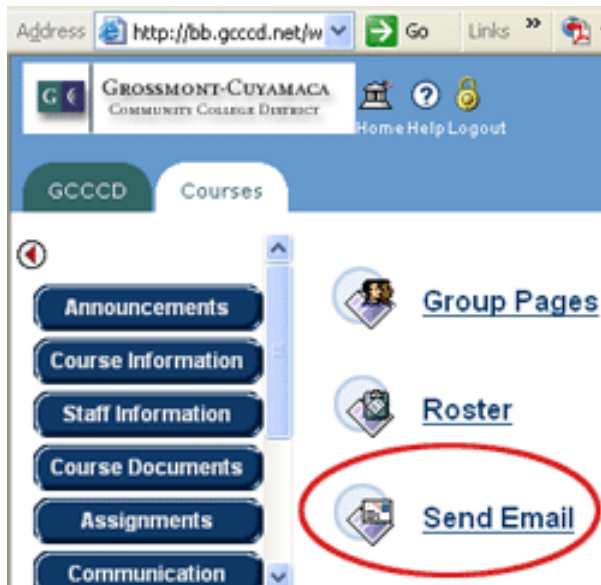
How to Submit Email using Blackboard

Please send an email to your instructor. Please follow these steps. It might be helpful to print this page out or write the steps down.

1. Click on the "Communications" button, located to the left.



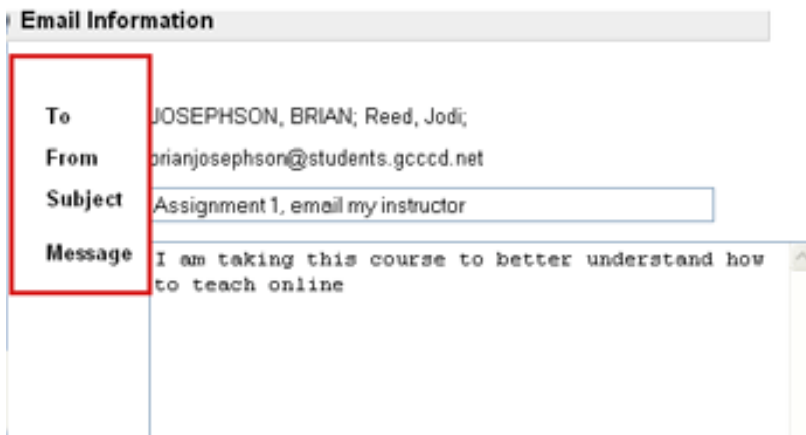
2. Click on the "Send Email" button.



3. Click the "All Instructor Users" link (your instructor may want you to use another link).



4. In the "Subject" area, include the words "student orientation"



5. Write an email message telling something about why you are taking an online course.
6. Click the "Submit" button.



Note: you can add attachments to an email. Just click on the add button under "Add Attachments"