

# SEND AN E-MAIL WHEN POSTING AN ANNOUNCEMENT!

Sending an automatic e-mail to your students when you post an announcement in Blackboard is now possible with 7.3!!

- Begin with the **Control Panel**
- Select **Announcements** from the **Course Tools** area
- Choose the **Add Announcement** button.
- Enter your announcement **Subject** and **Message**
- Put in the appropriate announcement options
- **\*\*Use the NEW OPTION 'E-mail this announcement to all course users'** checkbox to generate your announcement e-mail.

The screenshot shows the Blackboard 'Add Announcement' form. At the top, there is a navigation bar with 'EKU Online Learning' and tabs for 'My ECU', 'EKU Libraries', 'Courses', 'Community', and 'System Admin'. Below the navigation bar, there are two date selection sections: 'Display After' and 'Display Until'. The 'Display After' section has a date of Dec 14, 2007, 04:25 AM. The 'Display Until' section has a date of Dec 15, 2007, 04:25 AM. Below these sections is a section titled '3 Course Link' with a 'Browse' button. The next section is '4 Email Announcement', which is highlighted with a red arrow. This section contains the text: 'Email will be sent immediately to all course users. Note that Course Links will not be included in the email.' and a checkbox labeled 'Email this announcement to all course users.' Below this is a section titled '5 Submit' with a red asterisk indicating a required field. At the bottom, there is a note: 'Click **Submit** to finish. Click **Cancel** to quit.'