*Sending Emails with an Attachment*

If you click on "Communication" there should appear a list of options. If you want to send an email, some professors may put it under this button. After you click "Send Email" you can pick who you wish to send it to.
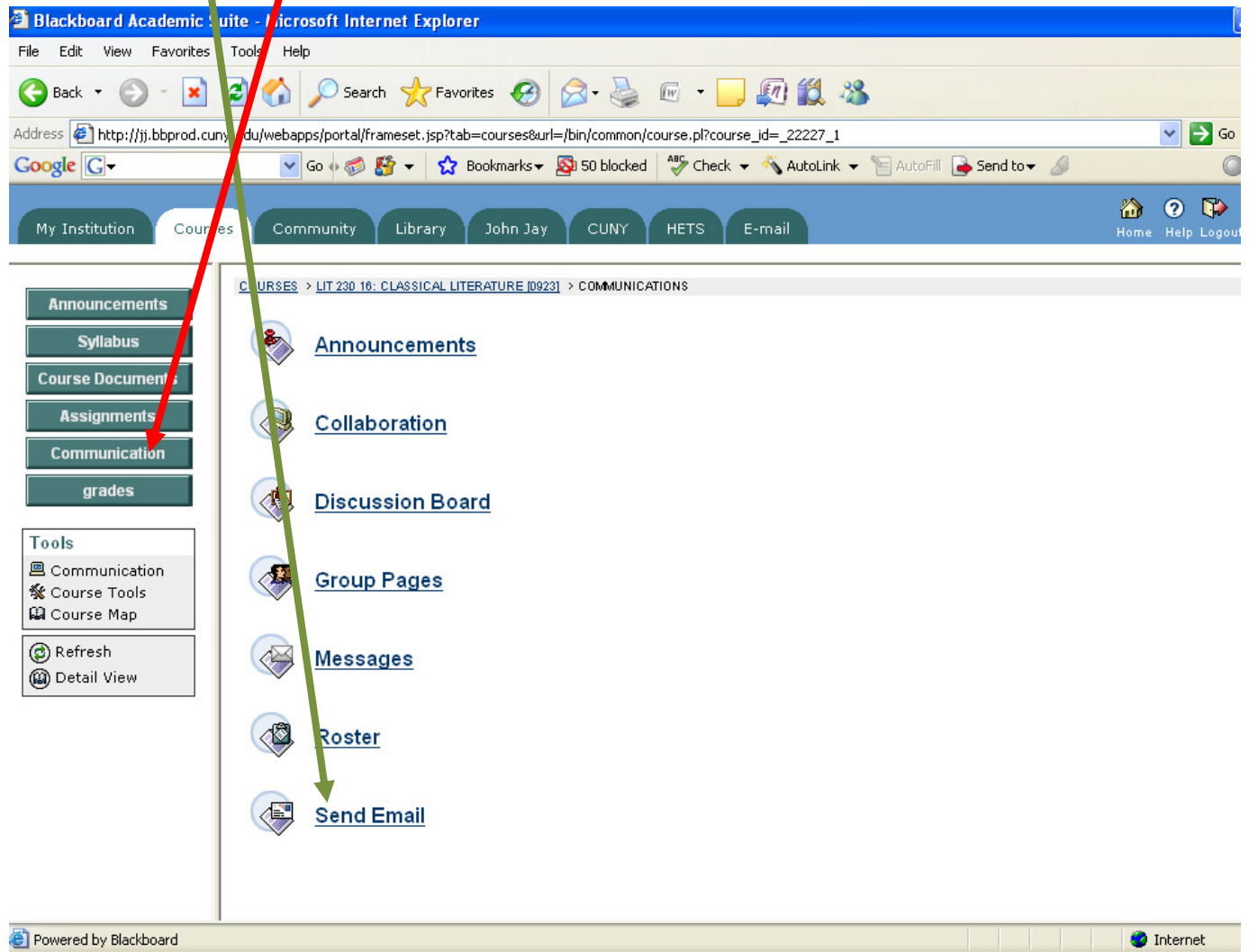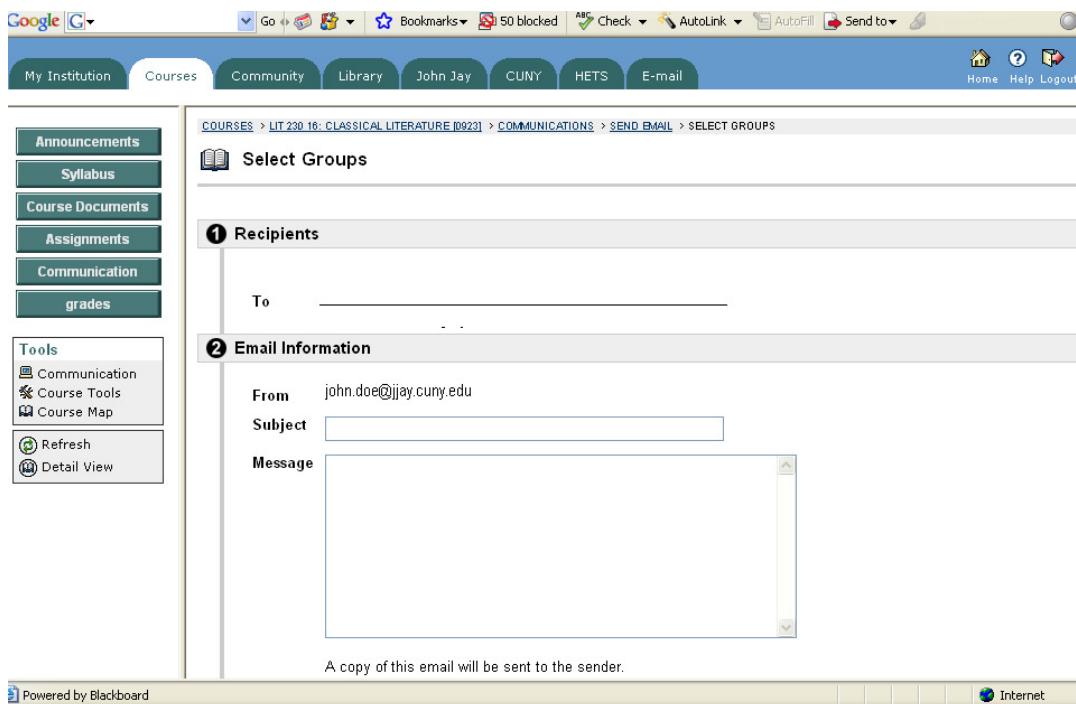
You choose the person or people that you wish to email.
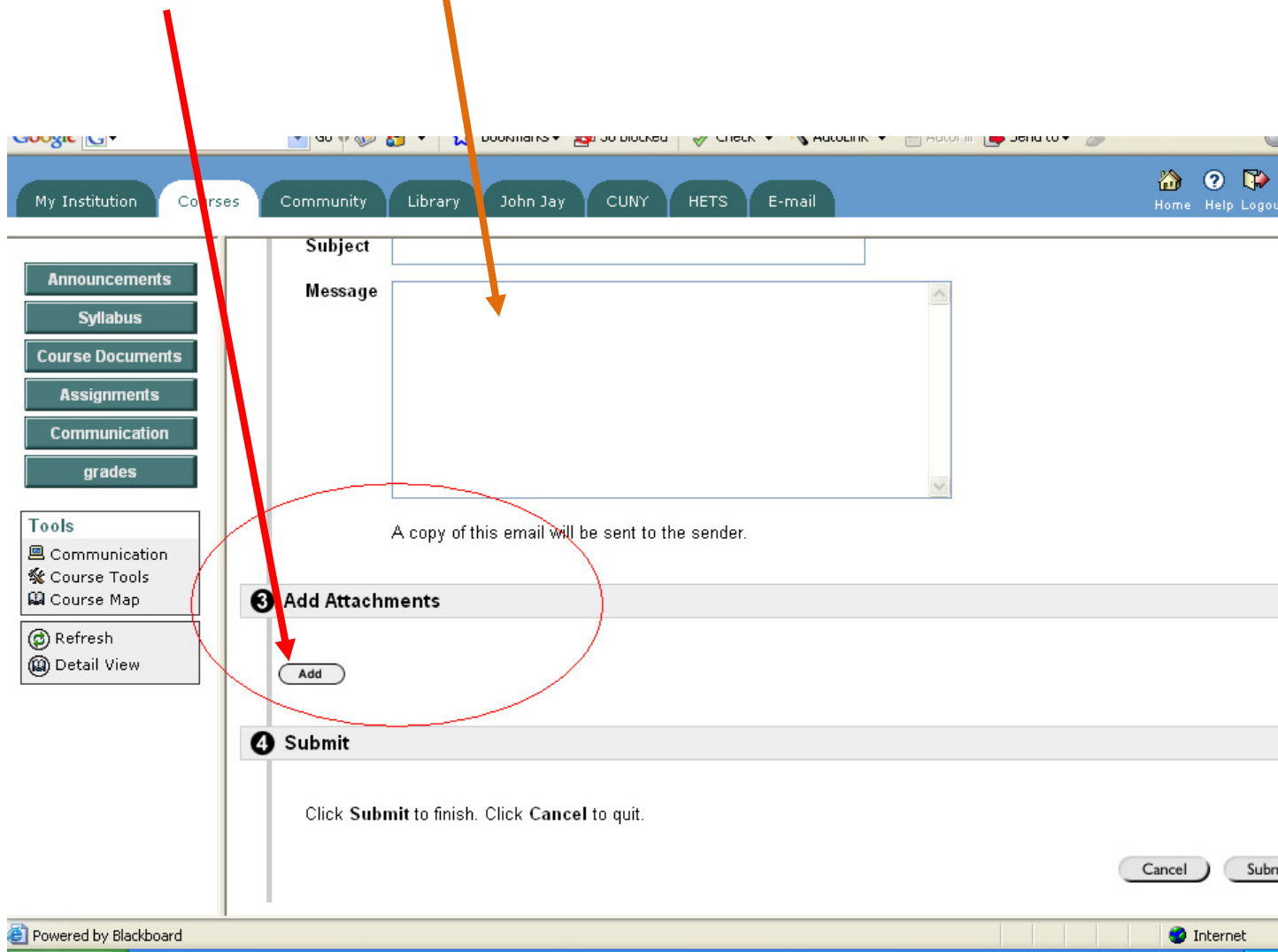


This is the screen that appears once you have choosen who you would like to email.

If you scroll down you will see that you can also add an attachment. For example, if your emailing your professor, through Blackboard, an assignment. You can add a message by typing it on the "Message" box.  You can also add an attachment. You click on "Add" to browse for the attachment.

Unfortunately, you can only attach one file at a time per email.
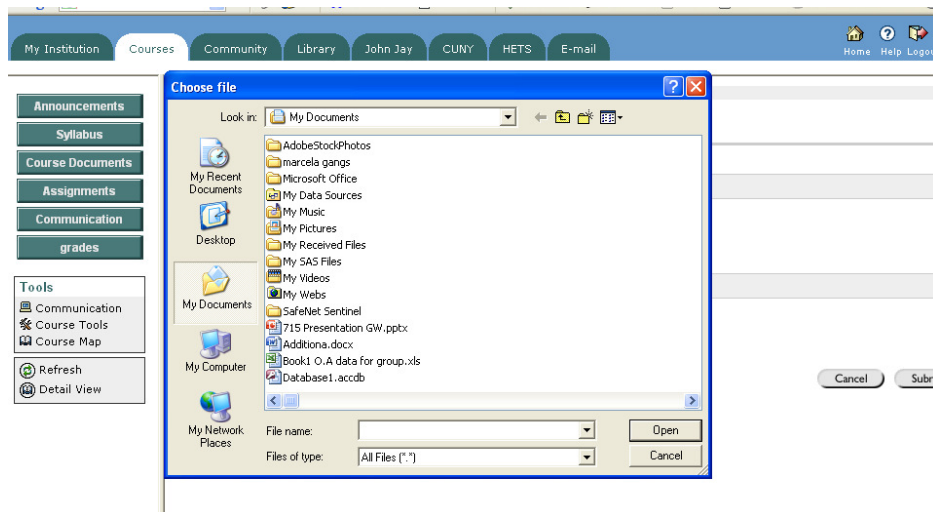


After you have selected the file that you want you can click on "Submit" to send the email.