

## Send an Email

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Send the Welcome Announcement as an introductory email to the class. Select **Override User Notification Settings**, when you create your Announcement. You also may send email through Blackboard at any time.

1. Go to the **Course Tools** area in the **Control Panel**.
1. Click **Send Email**.
2. Select the **Users**.
3. Type in a **Subject** and a **Message** and click **Submit**.