Sending Email through Blackboard

Blackboard email is not actually an email account. It just provides a way to send a message to the Augusta Tech email account of someone else in the class without having to log into Smartweb and without having to provide the recipient’s email address. Blackboard email does not have an Inbox, so all incoming mail and replies to mail sent from Blackboard will be in Smartweb email.

The email shown above is an example of a copy received by the sender of a Blackboard email. Students will go to Smartweb mail to find their copy. Here is what each piece of information in this example means:

- ENGL1101…. – this top line contains the name of the course followed by the subject line content of the sent message
- Jerry Fan… - this line contains the name and email address of the sender. All messages coming from Blackboard email will have a Do Not Reply@blackboard.com link. Ignore this! You can reply to an email that has come from Blackboard the same way you would reply to an email sent from a Smartweb account or any other email service.
- Sent:…. - the date the email was sent
- To… - the To: line will always be blank. There is no way to verify to whom the email was actually sent. You can begin each message with each recipient’s name(s). This is a good practice any way, but that serves only to remind you who you meant to receive the message. If you need to keep proof that you actually sent the message to the right person, send it from your Smartweb account instead of from Blackboard.
- Testing… the content of the message will appear here.

Things you need to know:

- Check your Smartweb inbox every day for communication from your instructor and classmates.
- Once you have begun a conversation through email in Blackboard, you must check for replies in Smartweb.
- If you have a mailbox that you check on your phone or other device, forward your Smartweb mail there, but set it to keep a copy in Smartweb. In your Smartweb account, click the gear symbol on the right and choose Settings. Then, add a forwarding address. Wait for the confirmation to be sent to your other email address. Then, come back and be sure that boxes 3. and 4. below have your correct email address and **keep Gmail’s copy in the Inbox**.