The instructions in this how-to guide allow you to give your students a one click solution to make it easy for them to send an email message to the professor(s) from inside the Blackboard course.
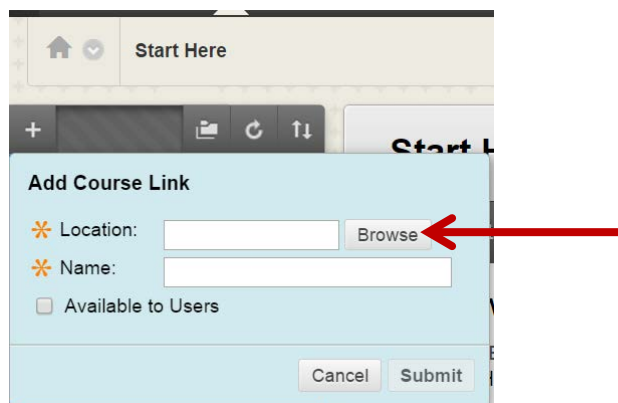
Note: The Tools link must be in your course menu for the "Email the Professor" menu item to work. These instructions assume the Tools link is in your course menu already. You can hide the Tools link if you prefer not to have it available for your students, but the Tools link must be in the course menu. Instructions for adding the Tools Area to the Course Menu are on page 4 of this document.

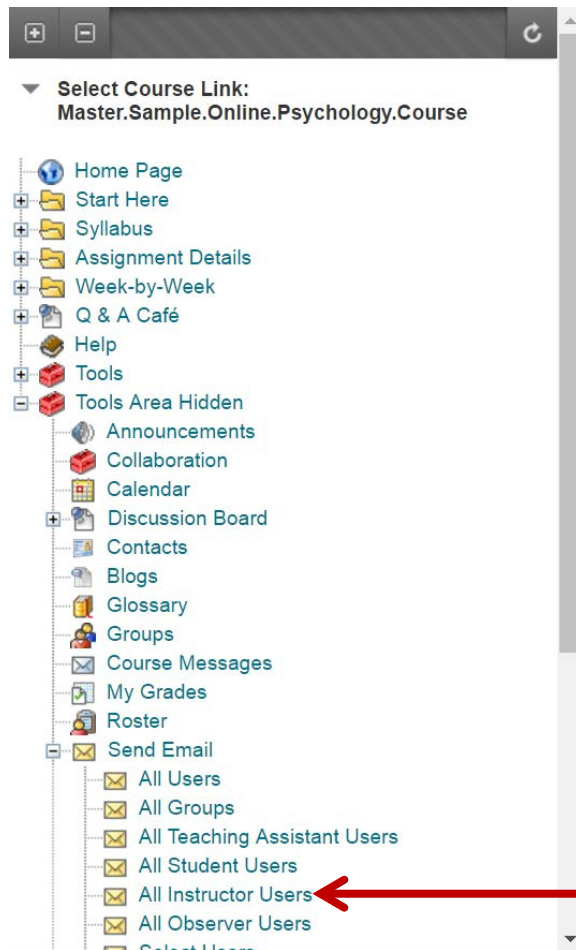**To add an "Email the Professor" link to your course menu:**

1) Roll your mouse over the **Add Course Menu** option and choose **Course Link**.
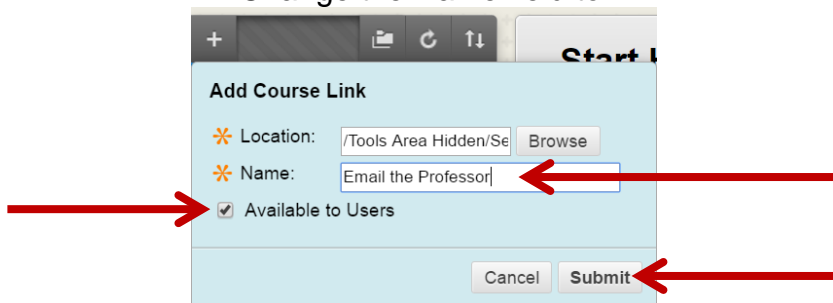

2) Click on **Browse** in the Add Course Link window.

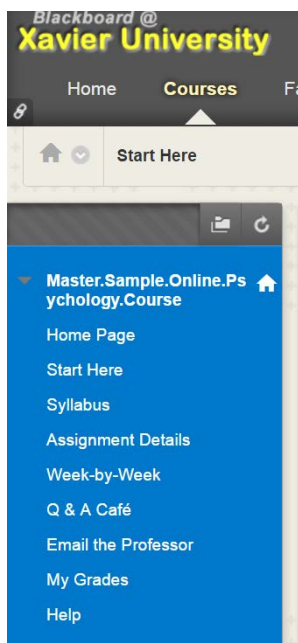3) Choose "**All Instructor Users**" from the pop-up window. This can be found in the Tools area under Send Email.

4) When you are returned to the Add Course Link window, the name field will be prefilled in with "All Instructor Users". **Change the name field to "Email the Professor"**. The Available to Users box should be checked. Click Submit.

Change the Name field to:

5) When you are returned to the Course Menu you will see your Email the Professor link at the bottom of the course menu. You can reposition the link by dragging and dropping into place.
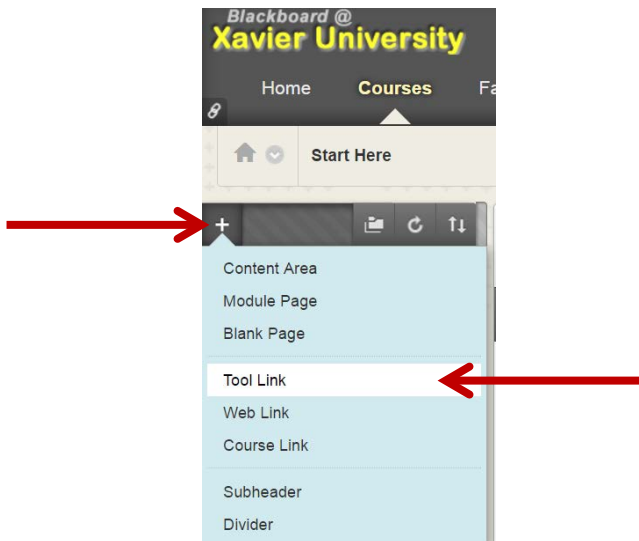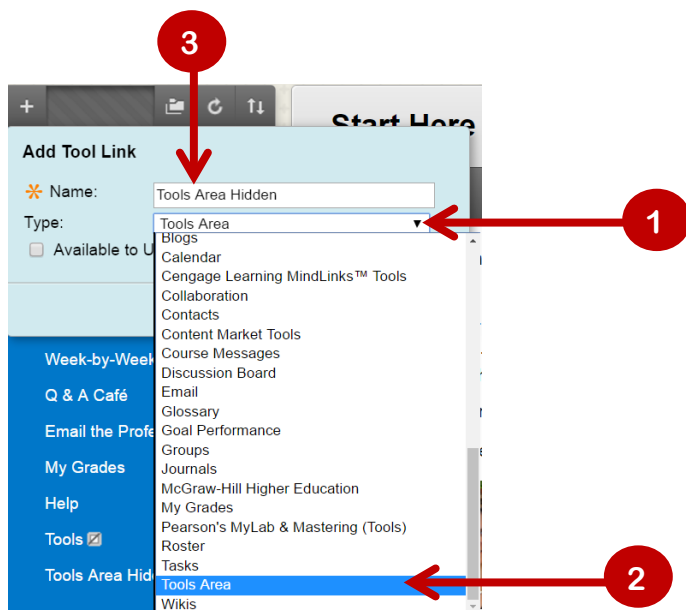
Adding Tools Area to Course Menu

The Tools link is created in your course menu by default. However, if the Tools link **IS NOT** in your course menu you can add it by following the instructions below.

Note: You can hide the Tools link if you prefer not to have it available for your students, but the Tools link must be in the course menu for the Email the Professor menu item to work.
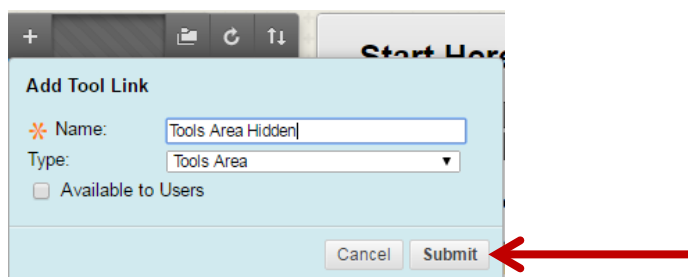
1) Roll your mouse over the **Add Course Menu** option and choose **Tool Link**.

2) Choose Tools Area in the type drop-down list. The name field will default to Tools Area. You can change the name if you prefer.

3) Leave the "Available to Users" box unchecked if you do not want students to have access to the Tools Area. Click Submit.

4) When you are returned to the Course Menu, the Tools link will be the last item in the list. You can reposition the link by dragging and dropping it into place.