This document describes how to utilize the Qwickly tool in Blackboard to send an email. The Qwickly tool allows faculty to create an email within the tool, and then select multiple courses and/or organizations in which the email will send to participants.

**Instructions**

1. Access the **Qwickly** module under the **Courses** tab in Blackboard.

2. Click on the **Send Email** link.
3. When sending an email via the Qwickly tool, emails can be sent to everyone listed as users in the selected courses and/or organizations, to only student users, only instructors listed, or only TAs listed in your selected courses.
4. When sending this email to yourself two options can be seen as either sending the email to yourself **Only Once**, or choose to receive an email **Per Selection** of each course and/or organization chosen.

![Image of the Send Email interface](image)

**Note:** The Per Selection option will send the instructor a separate email for each course and/or organization chosen in which the email will be sent. If one course and two organizations are chosen, then the instructor will receive three separate emails containing the same message.
5. Fill in the **Email Subject**, the **Email Message**, and **Select File From**, if any attached files are needed.

6. Lastly, select the courses and/or organizations in which you would like the email message to be sent to and click **Submit**.