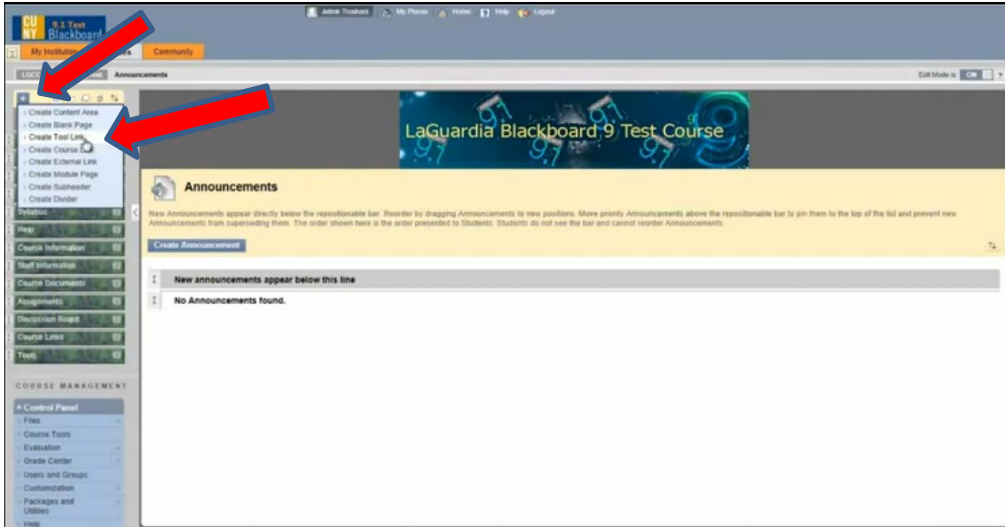
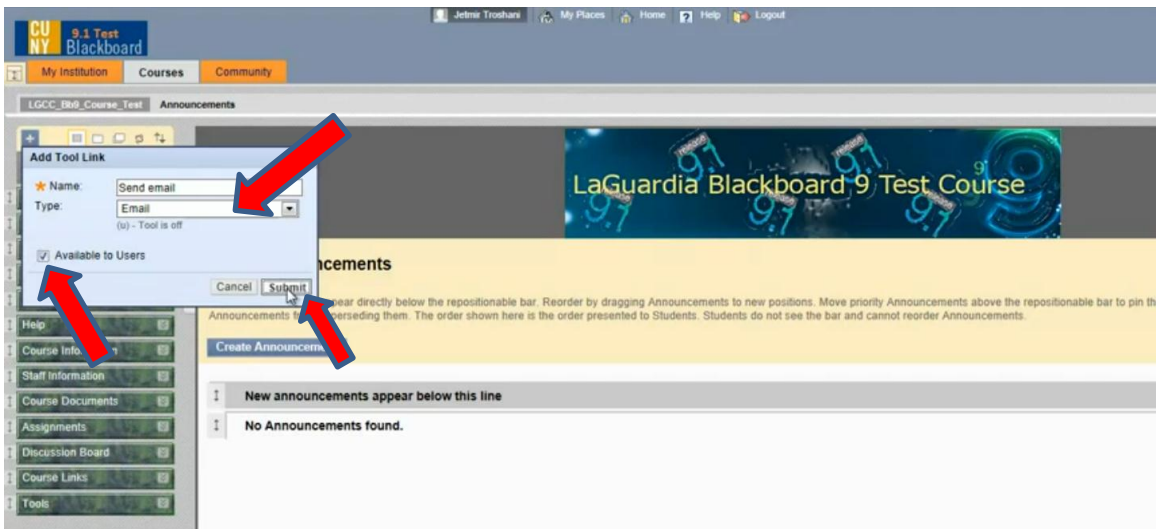


# Send an Email on BB 9.1

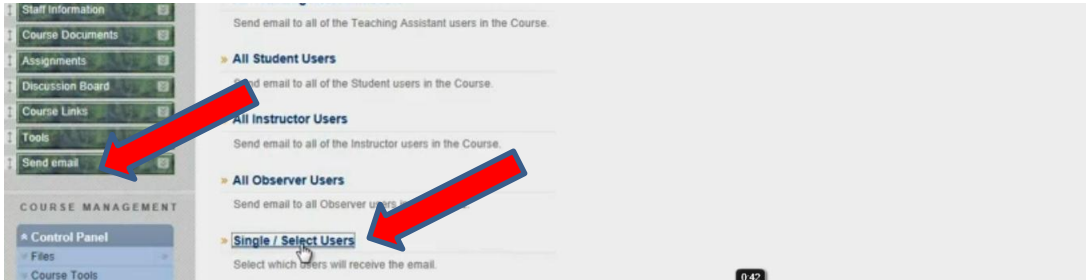
1. (Optional) First create a menu link that takes you directly to the Email area. Hover over **Plus Sign** select **Create Tool Link**.



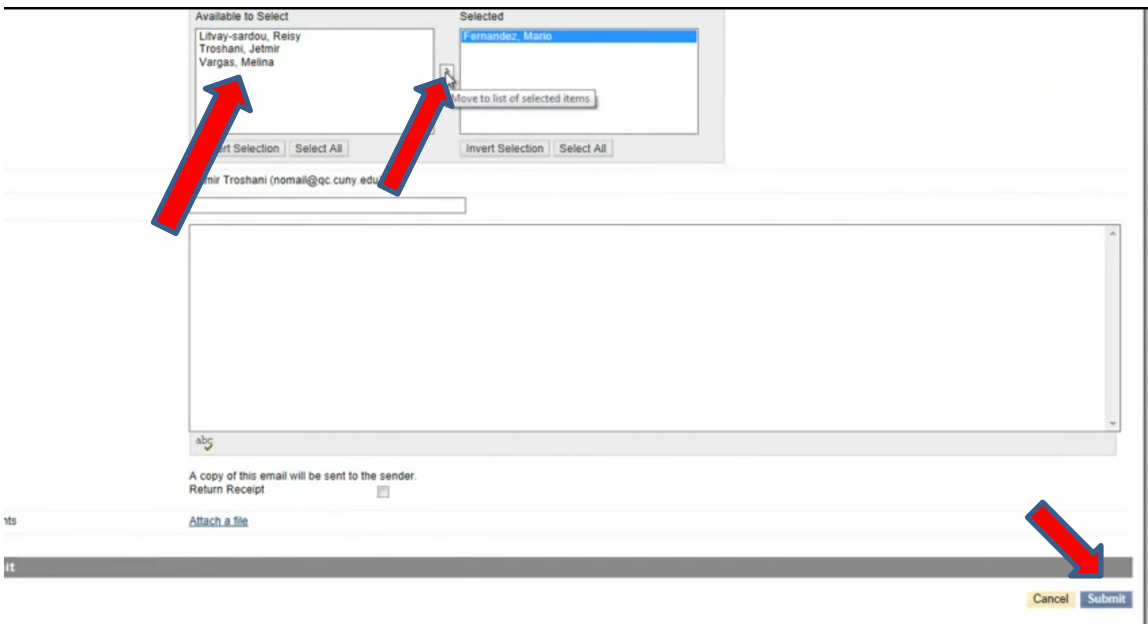
3. Fill in **name**/send email **type**/email check box to **make available** then **Submit**.



4. Click the **new email link** and select who you would like to email.



5. **Select a User** and click the **Arrow** to transfer to the selected area. Fill out fields required then **Submit**.



To view the Video Tutorial for this handout access the link below.

<http://youtube.com/LAGCCISMD>