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**.

2. 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