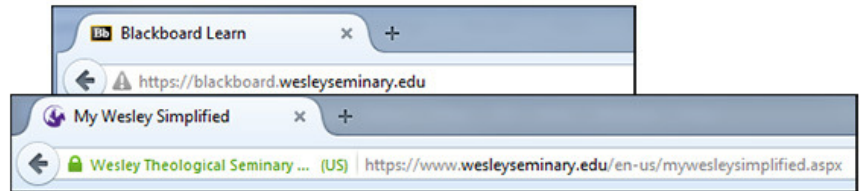
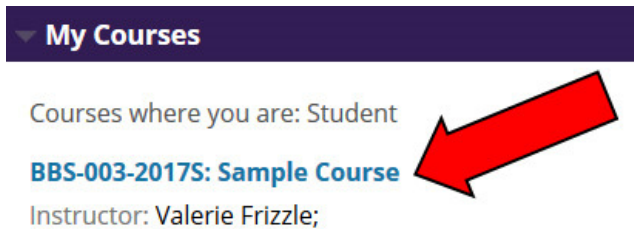


## Changing Default Email Set up

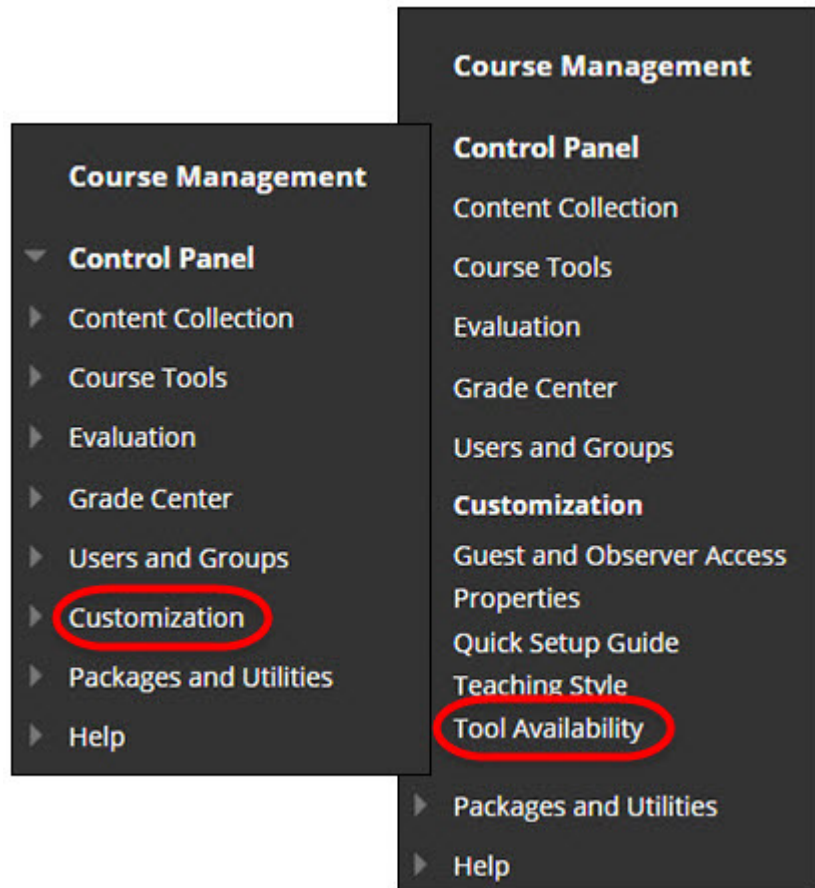
1. Navigate to Blackboard then enter your username and password.  
You can do this either through [MyWesley](#) or [blackboard.wesleyseminary.edu](https://blackboard.wesleyseminary.edu)



2. Enter your course.



3. Click **Customization** in the Course Management Menu in the lower left, then click **Tool Availability**.

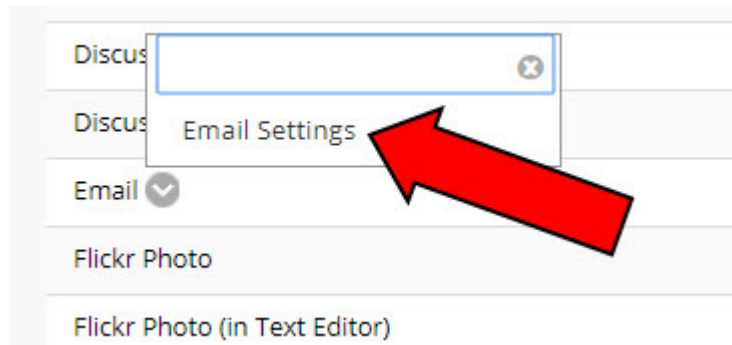


4. Scroll down to locate **Email** and click the down arrow to the right of Email.

*Note: Do not change any other settings. Please go straight to email.*

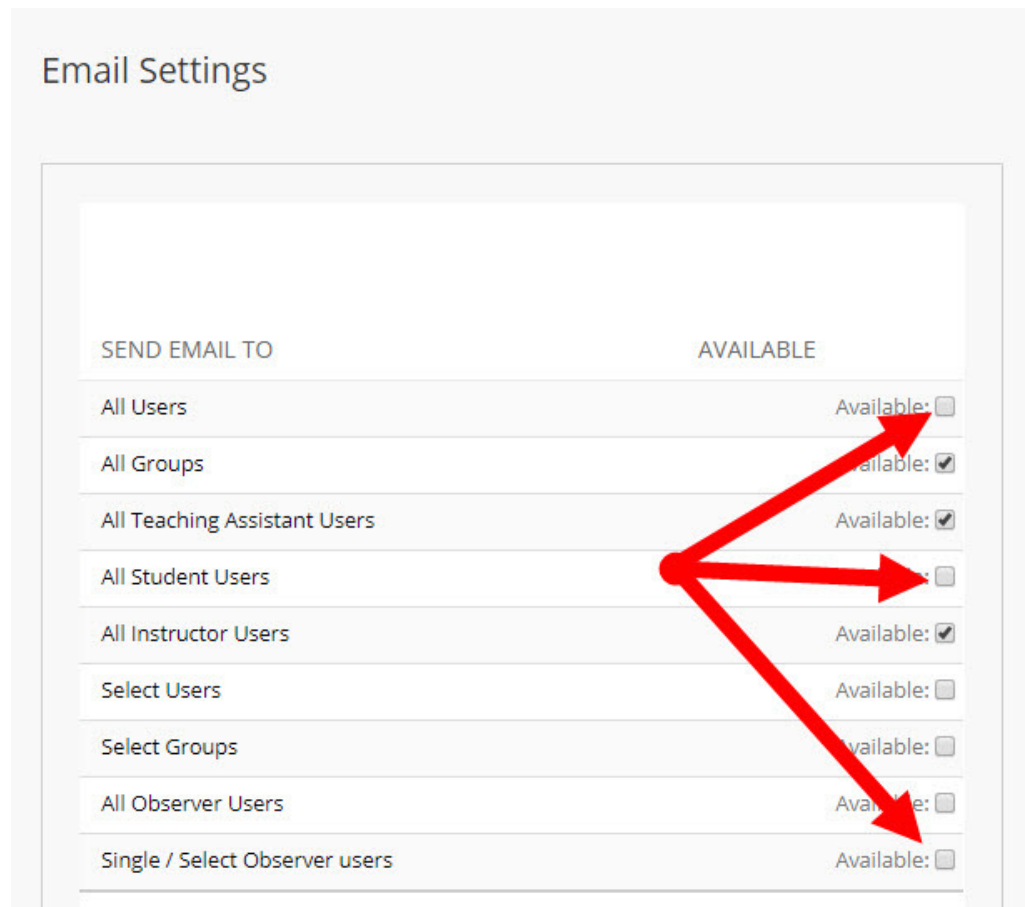


5. In the new menu, click **Email Settings**.



6. Uncheck the boxes for those parties/groups which you do not want to students to be able to send emails.

*Note: The box Unchecked means students will not be able to reach that party by email*



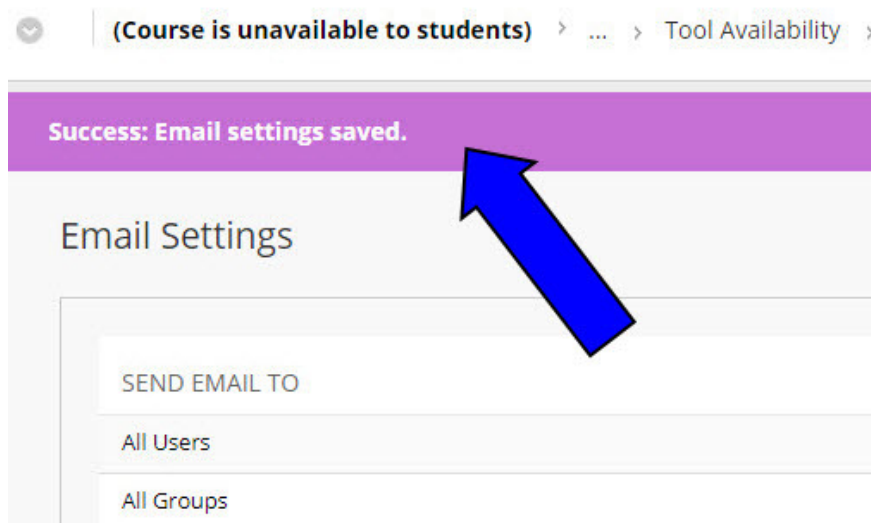
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7. When you are satisfied with the options, click **Submit**.



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8. You will see the pink success indicator letting you know that your settings have been changed.  
To exit this screen click onto any item in the course menu.



*If you have any questions or problems, please contact Blackboard Support at [edtech@wesleyseminary.edu](mailto:edtech@wesleyseminary.edu)*

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