

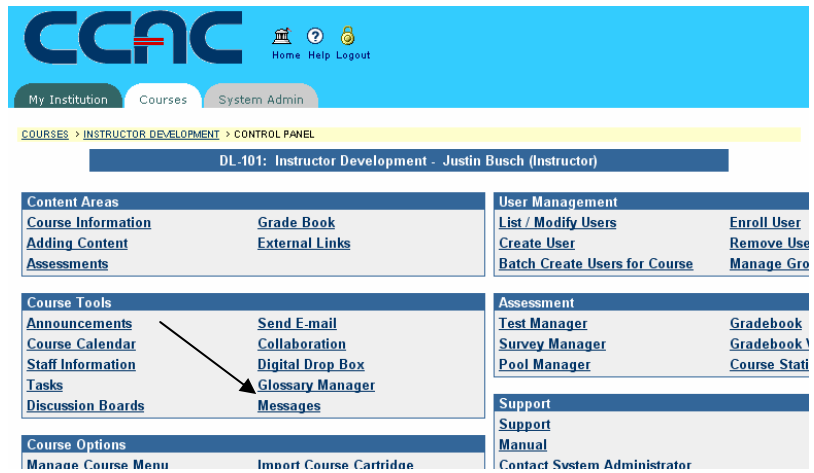
Creating Messages in Blackboard

Messages in Blackboard

Messages in Blackboard work as a simplified email service specific to a single course site. To access the Messages, you access the Control Panel of the course site. The link to the Control Panel is located under the navigational buttons of a course site and is only available to users with instructor status in that course site.

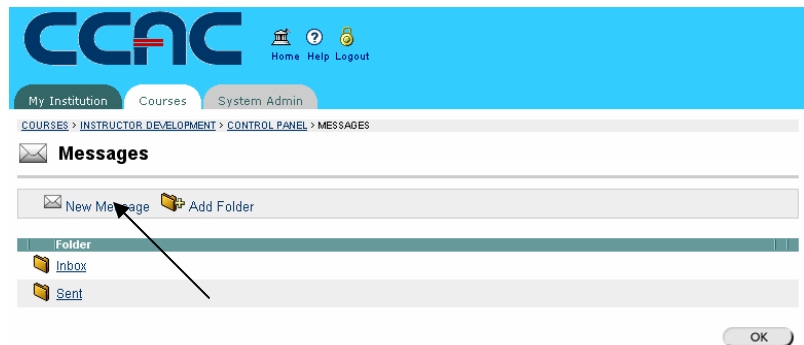
In the Course Tools module of the Control Panel is the link to the Messages. The Messages tool can be deployed in the course site either through the Communications tool area or in its own Course Tool in the course menu. Click on the Messages link to begin.

1. Click on **Control Panel**
2. Click on **Messages** in the *Course Tools* module

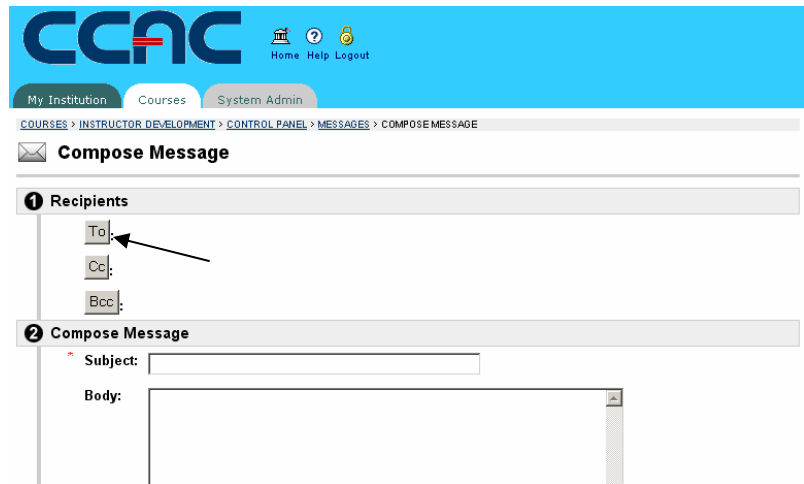


3. Click the **New Message** to create a new message

(After sending a message, you are returned to the page where you originally clicked the New Message button.)



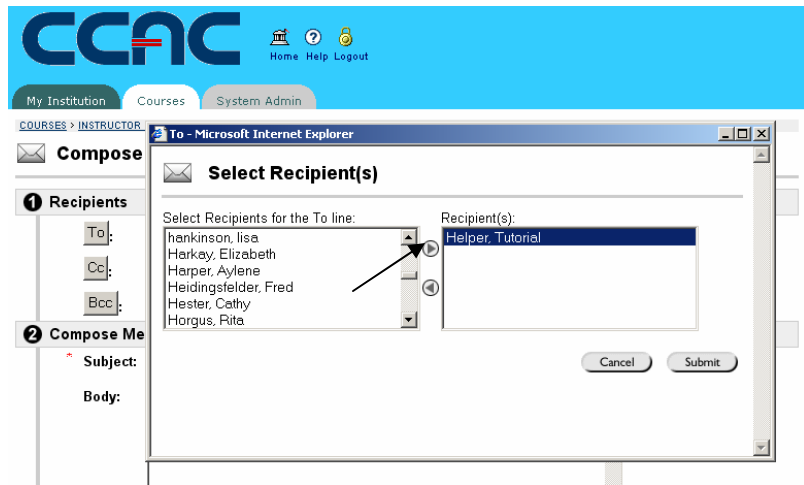
- Under *Recipients*, click the **To** button to select the recipients of this message
- Enter the **Subject** (required) and **Body** (optional) of the message
- Add *Attachments* as necessary with the **Browse** button
- Click **Submit** to send the message



The **Select Recipients** window opens in a new window.

Select available users from the left, then using the *Right Arrow* button, add the user to the Recipient(s) list.

Click **Submit** to add the selected recipients.



- The **Sent** folder contains all messages that you have sent along with the date and time the message was sent

Click the *Subject* to read the message

Other options include Marking the message as Read or Unread and Removing messages

