

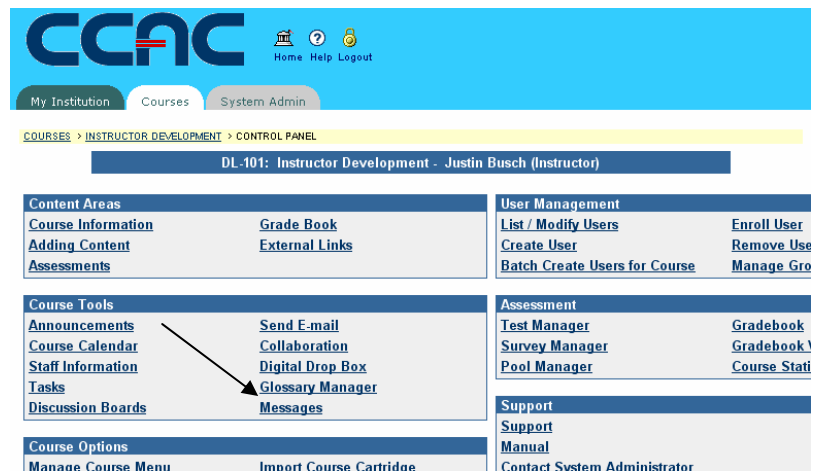
# Reading and Managing Messages in Blackboard

## 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.

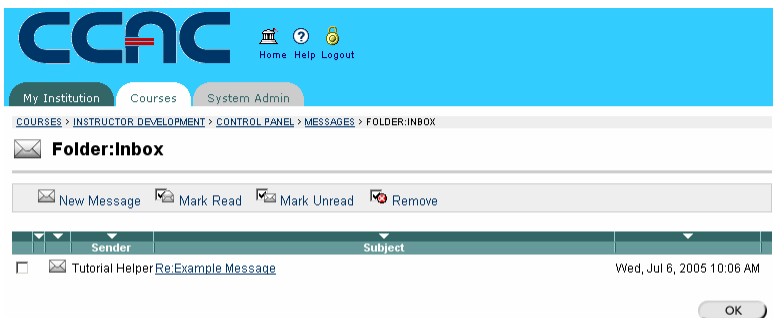
1. Click on **Control Panel**
2. Click on **Messages** in the *Course Tools* module



3. The **Inbox** folder contains all messages that you have received along with the date and time the message was sent

Click the *Subject* to view the message

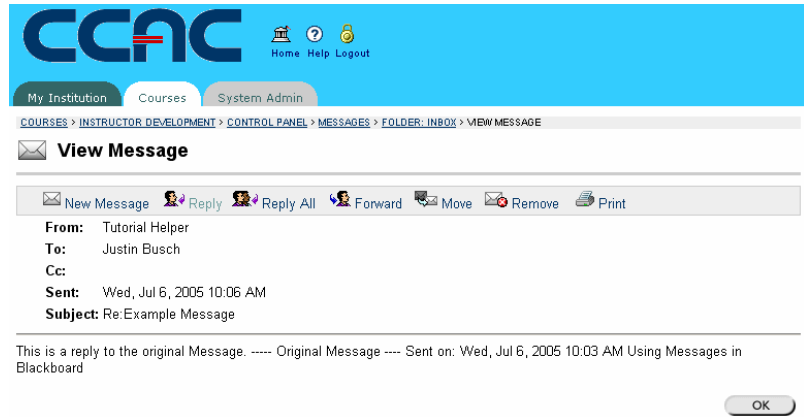
Other options include Marking the message as Read or Unread and Removing messages



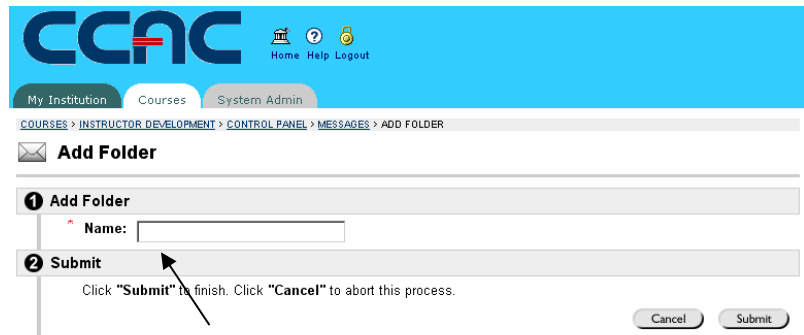
The **View Message** page displays the details and body of the message

Other options include Reply, Reply All, Forward, Remove, Move, and Print

4. Click **OK** to return

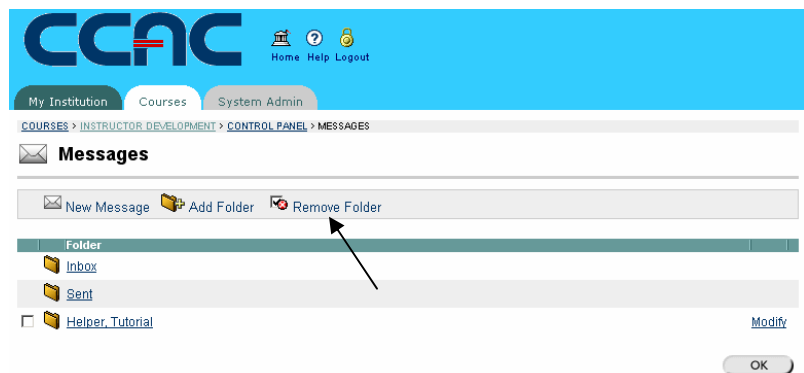


5. Click the **Add Folder** button to create custom folders for organization
6. Enter a name for the new folder in the *Name* box
7. Click **Submit** to create the folder



Custom created Folders may be modified to change the name of the folder

A **Remove Folder** button is added to the bar to remove custom folders only



8. Messages can be moved by using the **Move** button
9. Select a custom folder from the drop-down menu
10. Click **Submit** to move the message

**CCAC** Home Help Logout

My Institution Courses System Admin

COURSES > INSTRUCTOR DEVELOPMENT > CONTROL PANEL > MESSAGES > FOLDER: INBOX > MOVE MESSAGE

**Move Message**

**1 Messages to Move**  
Tutorial Helper Re:Example Message Wed, Jul 6, 2005 10:06 AM

**2 Select a Folder**  
Select a Personal destination folder: Helper, Tutorial  
You cannot move messages into your system folders

**3 Submit**  
Click "Submit" to finish. Click "Cancel" to abort this process.

Cancel Submit