

Using E-mail in Blackboard

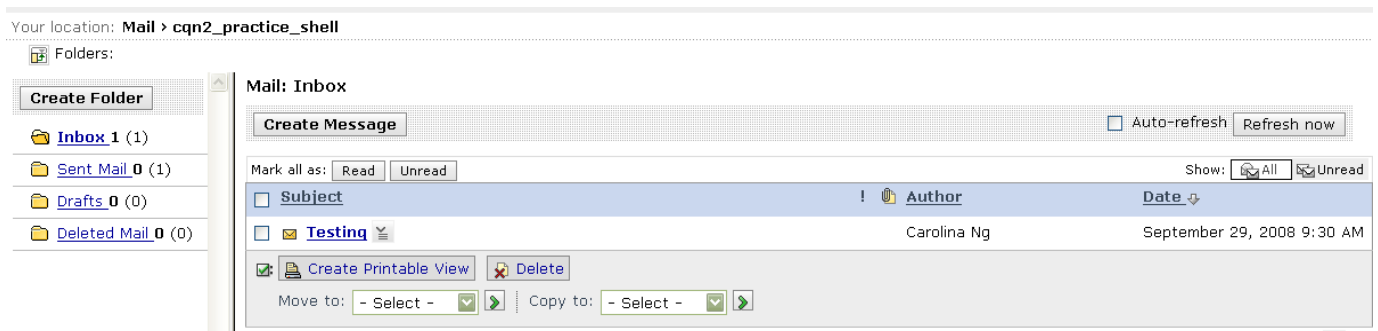
This tool allows you to communicate with other Blackboard Learning System users through written correspondence, in text or HTML format, and file attachments. You can send mail to other users in the selected course or section

When you select the Mail tool, your screen would be divided into two sections. The first section on the left hand side would be the Folders, which contain: Inbox, Sent Mail, Draft, Deleted Mail and folders that you created. The second section on the right hand side would be the Messages, which contain all the mail messages that have been sent to you.

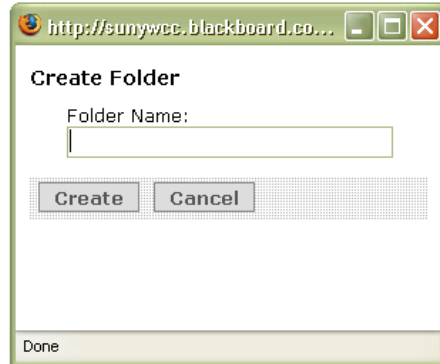
Creating Mail Folders

In Blackboard you can organize your mail in folders for easy access in the future. To create a Mail Folder just follow the next steps:

1. Select the **Mail** tool, located at the left hand side of the screen in Course Tools
2. You'll be directed to the following screen



3. From this screen, under **Folders**, click **Create Folder**
4. A pop-up window will appear, in here type in the name of the folder



5. When you finish, click **Create**

Viewing Folders

From the messages screen, do one of the following:

- a. If your folders are displayed in a folder list with icons, click the folder you want to open.
- b. If your folders are displayed in a drop-down list, from the drop-down list, select the folder you want to open

Reading Messages

- a. From the messages screen, click the subject line of the message you want to read
- b. You'll be directed to a window that should look like this:



- i. If the message has attached files and you want to save them:
 - ii. Click View ***Attachments***
 - iii. Select each attachment. To save all attachments, select the check box next to File name. If you want to save multiple attachments in separate folders, you must save each attachment separately
 - iv. Click ***Save to Folder***. The Content Browser pop-up window appears.
 - v. Navigate to the location you want to store the attachment
- c. When you are finished reading the message, click ***Close this window***

Replying Message

- a. If you want to Reply to a specify recipient click the ***Reply*** button
- b. If you want to Reply to all recipients of the message, click ***Reply to All*** button

Creating Message

1. From the messages screen, click ***Create Message***
2. You'll be directed to the following window

http://sunywcc.blackboard.com - Create Message - Mozilla Firefox

Create Message [Help](#)

Browse for Recipients...

*To:

CC:

BCC:

*Subject:

*Message: High priority

Use HTML Insert equation: New

Attachments:

* Required field

a.

3. Specify recipients for your message by doing one of the following:
 - a. Enter their names in the **To** text box. Use semicolons to separate multiple recipients
 - b. Browse for recipients:
 - i. Click **Browse for Recipients**
 - ii. Select the recipients and click **Save**
4. If you want to send a copy of the message to other recipients, enter their names in the **CC** text box or click **Browse for Recipients**. Use semicolons to separate multiple recipients
5. If you want to send one or more recipient a copy of the message but you want to hide those recipients from other recipients, enter their names in the **BCC** text box or click **Browse for Recipients**. Use semicolons to separate multiple recipients.
6. Enter a **Subject**
7. If your message is urgent, select **High priority**

8. Enter the content of the message:
 - a. To create the message in Plain Text format, enter it in the Message text box. The message will appear exactly as you have typed it
 - b. To create the message in HTML format you can use the HTML Creator or hand code the HTML:
 - i. To use the HTML Creator, click **Enable HTML Creator**
 - ii. To hand code the HTML:
 - Select Use HTML
 - In the Message text box, enter the HTML code
9. If you want to attach files to your message:
 - a. Click **Add Attachments**. The Content Browser pop-up window appears
 - b. Locate and select the files
10. If you want to preview the message, click **Preview**
11. If you want to Save it and return later, click **Save as Draft**
12. When you finish, click **Send**