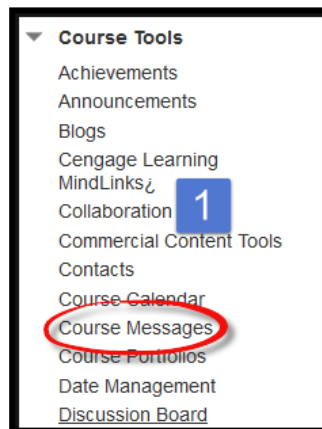


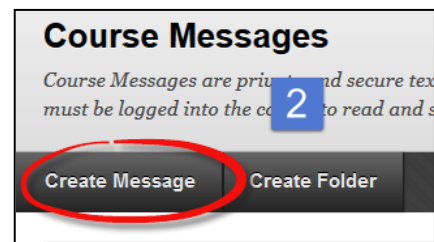
Sending Blackboard Messages

Remember that Blackboard Learn has two ways of sending messages to students. Email (which will stay outside of the course environment) or Messaging. This tutorial will show you how to using Messaging

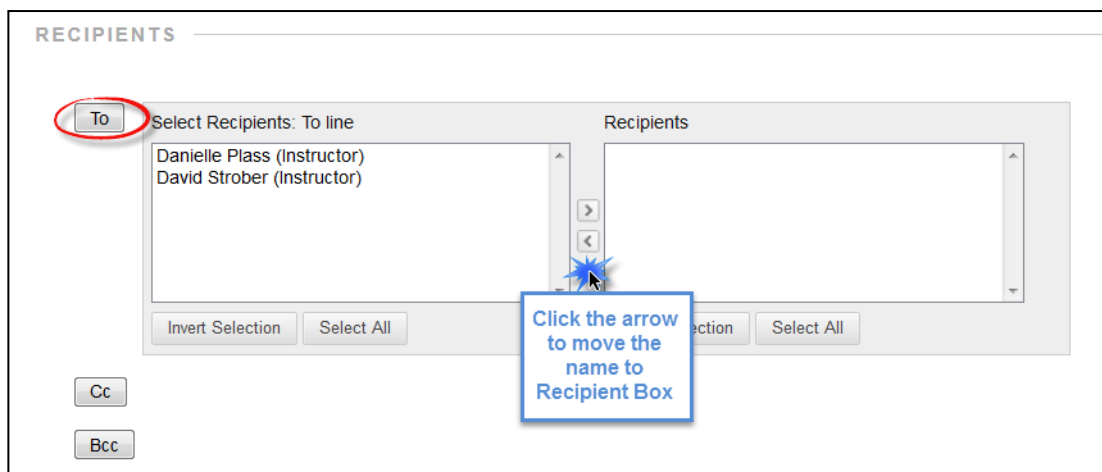
1. Under your Control Panel > Course Tools, select **Course Messages**



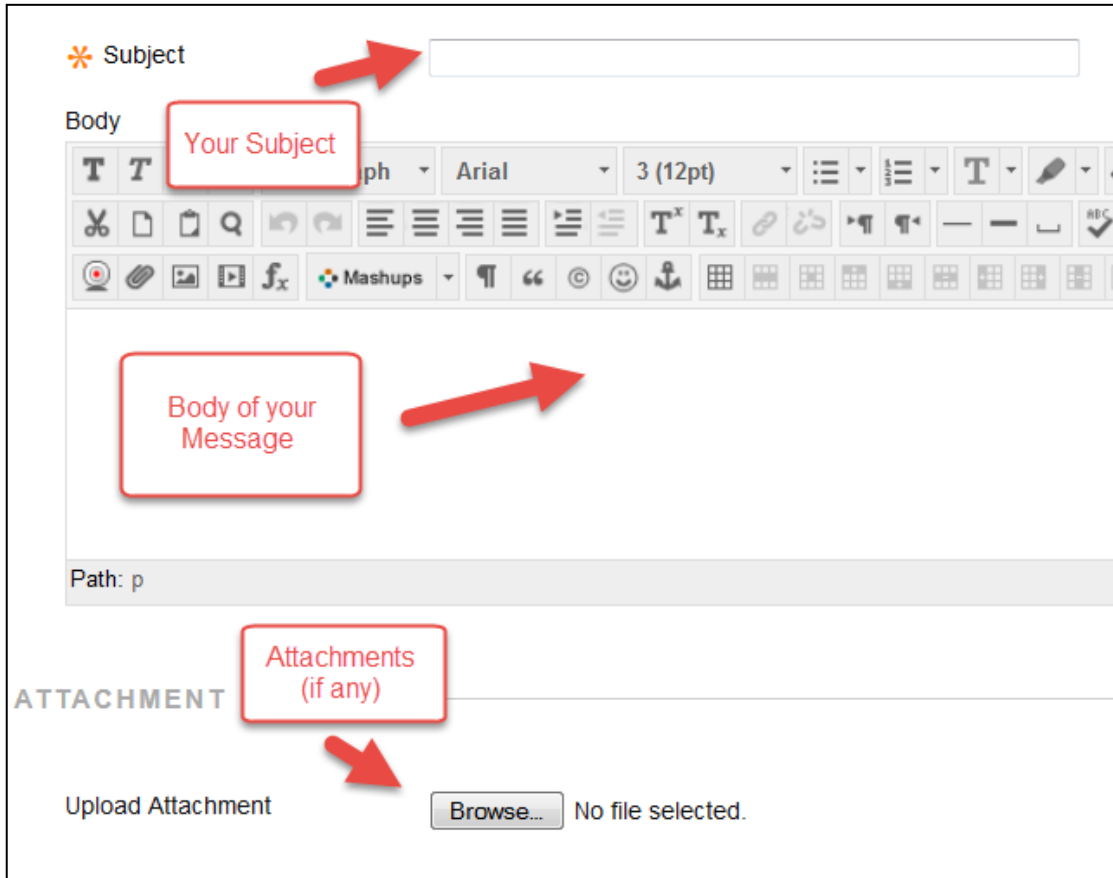
2. On the Message Page, select **Create Message**



3. In the **Recipients** section, select **To**. From the available list, select a user, and then click the right arrow to move the user to the Recipients list. If you want to copy another instructor, click the **Cc** button, and then click the right arrow to move the user to the Recipients list.





- In the Compose Message section, type a subject for your message, type your message in the Content Editor. You also have the option to attach a file to your message. When you are finished select Submit



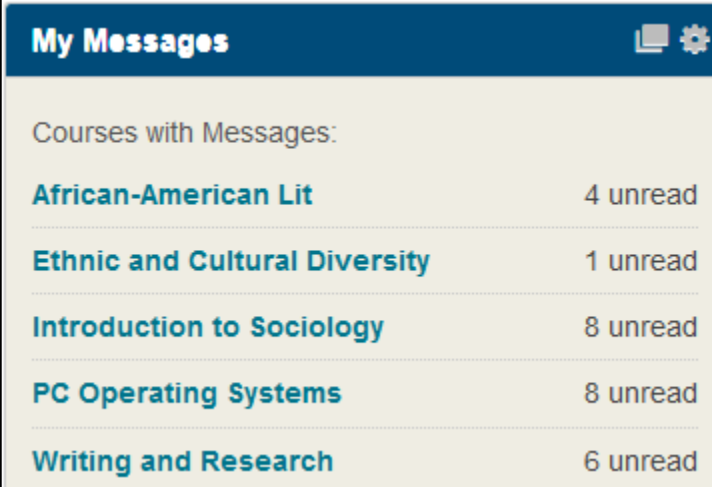
Viewing Received Messages

To view incoming Messages, return to the Course Messages area of your course. From here, you can view your Message inbox, as well as your sent Messages

The screenshot shows a table with two columns: 'Folder' and 'Total'. There are two rows: 'Inbox' and 'Sent'. A red box with text is overlaid on the table, pointing to the 'Inbox' and 'Sent' rows.

	Folder	Total
	Inbox	1
	Sent	1

Alternately, both Faculty and Student can view new messages on their **My Blackboard** page after logging in.



Courses with Messages:	
African-American Lit	4 unread
Ethnic and Cultural Diversity	1 unread
Introduction to Sociology	8 unread
PC Operating Systems	8 unread
Writing and Research	6 unread

Faculty can also organize their Course Messages by creating folders.

