

Send a Message

Overview

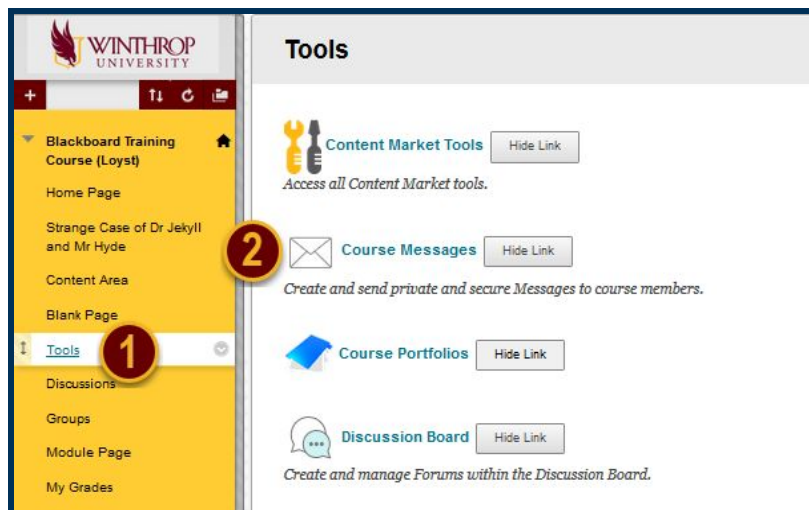
This tutorial will explain how to **Send a Message**. While using Blackboard, you can send direct messages to anyone in your course without leaving the program. Messages will be sent to the recipient's Course Messages Inbox folder.

Quick Steps

Homepage > Tools > Course Messages > Create Message > Select Recipients > Compose

Step 1

To send a Course Message, you must first access the Course Messages tool. The Course Messages tool can be found from the Course Menu. Click on *Tools* [1], then select the "Course Messages" option [2].



Step 2

From the Course Messages page, click *Create Message* [3] on the Action Bar.



Step 3

On the Compose Message page, use the *To* button [4] to open two additional menus.

The first menu will be “Select Recipients” [5] and the second menu will be “Recipients” [6], and they will be separated by two *Move to...* icons (right and left arrows).

Select a user in the “Select Recipients” menu, and then click the *Move to list of selected items* icon [7] to add the user to the recipients list.

If you accidentally add the wrong user, select the user in the “Recipients” menu and then click the *Move to list of available items* icon [8].

You can also use the *Invert Selection* button [9] to swap the menus, or the *Select All* button [10] to select all users.



If you wish to send a carbon copy to other users, use the *Cc* and *Bcc* buttons from the Recipients section and complete the same steps.

Step 4

When finished selecting recipients, scroll to the Compose Message section. Use the Subject field to create a subject for the message, and use the Body editor to compose your message.

Like all Content editors in Blackboard, you can add images, video, hyperlinks, etc. using the toolbar.

You can also attach files by clicking the *Browse* button following the Upload Attachment option.

Step 5

When you are finished composing your message, click the *Submit* button.

Step 6

Your message can be found in the *Sent* folder on the Course Messages page. If you receive a reply, you will find it in the *Inbox* folder. If you want to create custom folders, click *Create Folder* on the Action Bar.

