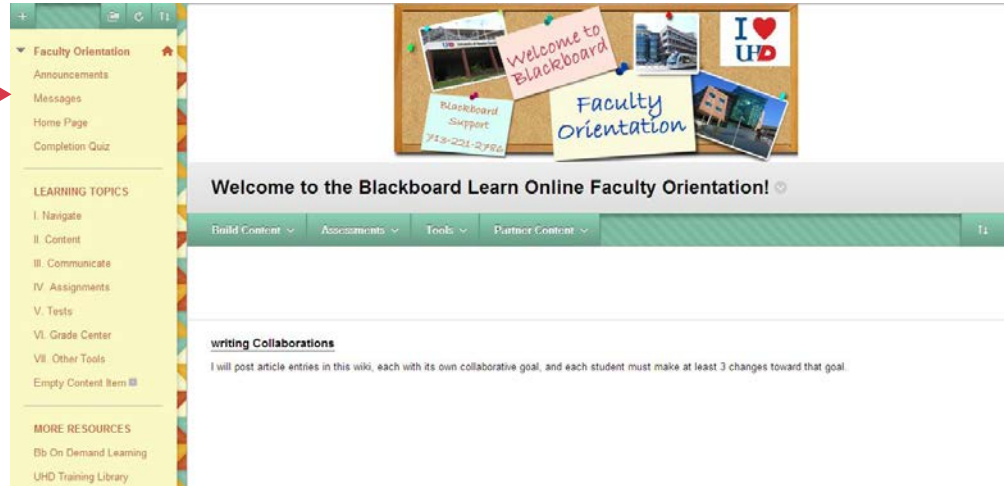


Sending and Reading Messages in Blackboard

The **Message Tool** allows you to send messages to other members of your course. You can address mail to individuals, to the entire class, to your instructor, or to groups of students. Although similar to email, users must be logged into Blackboard to read and send Messages.

Sending a Message

1. Log in to Blackboard and then select your course.
2. Select **Messages**



Course Messages

Course Messages are private and secure text-based communication that occurs within a course and among course members. Although similar to email, users must be logged into the course to read and send messages. [More Help](#)

Create Message
← Create Message

	Folder	Unread	Total
📁	Inbox	1	1
📁	Sent	0	1

Displaying 1 to 2 of 2 items | [Show All](#) | [Edit Paging...](#)

3. Click **Create Message**

4. Select the **Recipients** using the **To, Cc, and Bcc** buttons.

Compose Message

Course Messages are private and secure text-based communication that occurs within a Course and among Course members. Although similar to email, users must be logged into the Course to read and send Messages. [More Help](#)

* Indicates a required field. Cancel Submit

RECIPIENTS

To Select Recipients: To line

Select Recipients: To line

Fake Student

Invert Selection Select All

Recipients

Fake Student

Invert Selection Select All

Cc

Bcc

Compose Message

Course Messages are private and secure text-based communication that occurs within a Course and among Course members. Although similar to email, users must be logged into the Course to read and send Messages. [More Help](#)

* Indicates a required field. Cancel Submit

RECIPIENTS

To Select Recipients: To line

Select Recipients: To line

Fake Student

Invert Selection Select All

Recipients

Fake Student

Invert Selection Select All

Cc

Bcc

5. A list of enrolled course members will be displayed. Select your intended recipient(s) from the **Select Recipients** area and use the **move selection, ">"**, button to move them to the **Recipients** section.

6. Type in a **Subject**.
7. Type your **message** in the **Body** area.

COMPOSE MESSAGE

* Subject

Body

6
7

Path: p
Words: 0

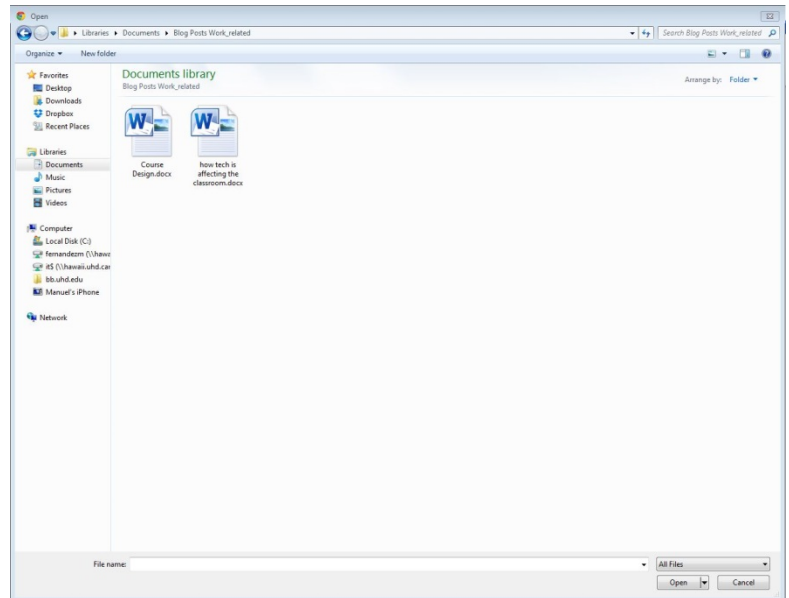
ATTACHMENT

Upload Attachment

Choose File No file chosen

8. To upload an attachment, click on the **Choose File** button.

9. Select the file you wish to attach and click **Open**.



10. When you attach the file it will be displayed.

Note: You cannot remove the file. You can only choose another file to replace it.

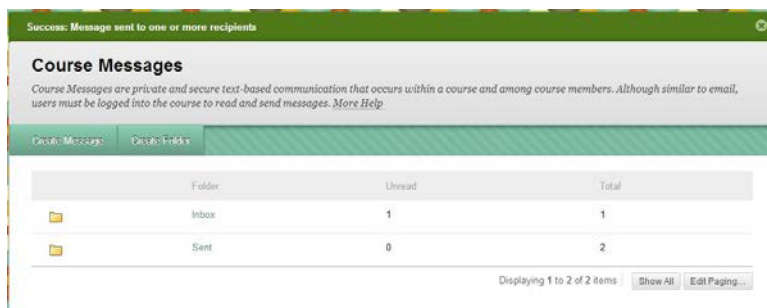
ATTACHMENT

Upload Attachment

Choose File Basic training (draft).rtf

10. Click **Submit** to send your Message.

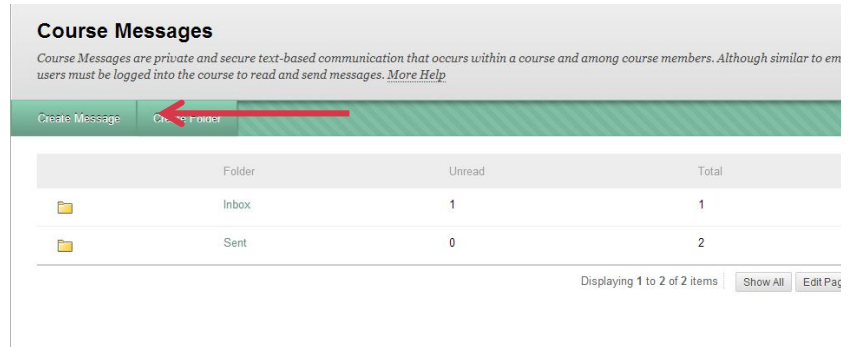
Click **Submit** to proceed. Click **Cancel** to go back.



11. If the message is sent successfully it will take you back to the Messages area. A green confirmation bar will appear above the *Messages* area.

Reading Messages

1. To read Messages, click on a **Folder**, locate the desired **Message**, and click on the **Subject link**.
 - a. Click on the **inbox** folder to read the new messages.

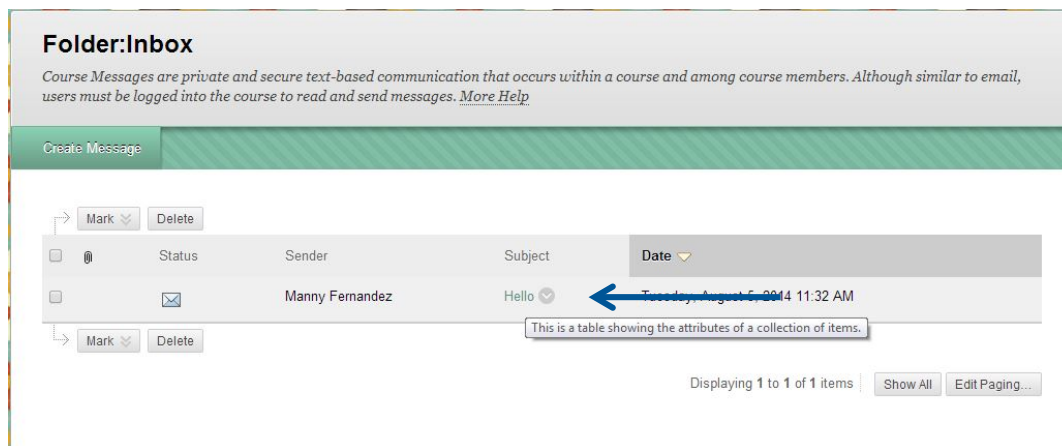


Course Messages
Course Messages are private and secure text-based communication that occurs within a course and among course members. Although similar to email, users must be logged into the course to read and send messages. [More Help](#)

Create Message | **Click on Folder**

Folder	Unread	Total
Inbox	1	1
Sent	0	2


Displaying 1 to 2 of 2 items | Show All | Edit Page



Folder:Inbox
Course Messages are private and secure text-based communication that occurs within a course and among course members. Although similar to email, users must be logged into the course to read and send messages. [More Help](#)

Create Message

Mark | Delete

Status	Sender	Subject	Date
	Manny Fernandez	Hello	Tuesday, August 5, 2014 11:32 AM

Mark | Delete

This is a table showing the attributes of a collection of items.

Displaying 1 to 1 of 1 items | Show All | Edit Paging...

2. Any unread messages will have a closed envelop on the **Status** column. Click on the **subject** to read the message.

If you have any questions or comments regarding the steps outlined in this document, please contact UHD TLS Training Services by calling (713) 221-8200, or by sending an email to ttlctraining@uhd.edu.