Blackboard Messages
Messages are a private and secure text-based communication that occurs within a Blackboard course and among course members. Although similar to email, *users must be logged into the Course to read and send Messages.*

Making the Messages Tool Available

1. Login to Blackboard to enter the course you wish to send Messages in.
2. Make sure **Edit Mode is ON.**
3. At the top left, click the and select Tool Link.
4. From the drop-down menu, select Messages and give your button a title.
5. Make the item visible to students by placing a checkmark beside Available to Users. Click Submit.
Sending Messages

1. Click the **Messages** button you created.

2. Click **Create Message**

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

5. Type in a **Subject**.

6. Type your message in the **Body**.

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

8. Click **Submit**.
Create a Folder

1. In the Course Messages area, select **Create Folder**.

2. Type in a name.

3. Click **Submit**.

Reading Messages

1. To read Messages, click on a **Folder**, locate the desired **Message**, and click on the **Subject link**.

2. Click on the **inbox** folder to read the new messages.
3. Any unread messages will have a close envelop on the **Status** column. Click on the **Subject** to read the message.

For additional support, visit [http://uhd.edu/bbhelpform](http://uhd.edu/bbhelpform)