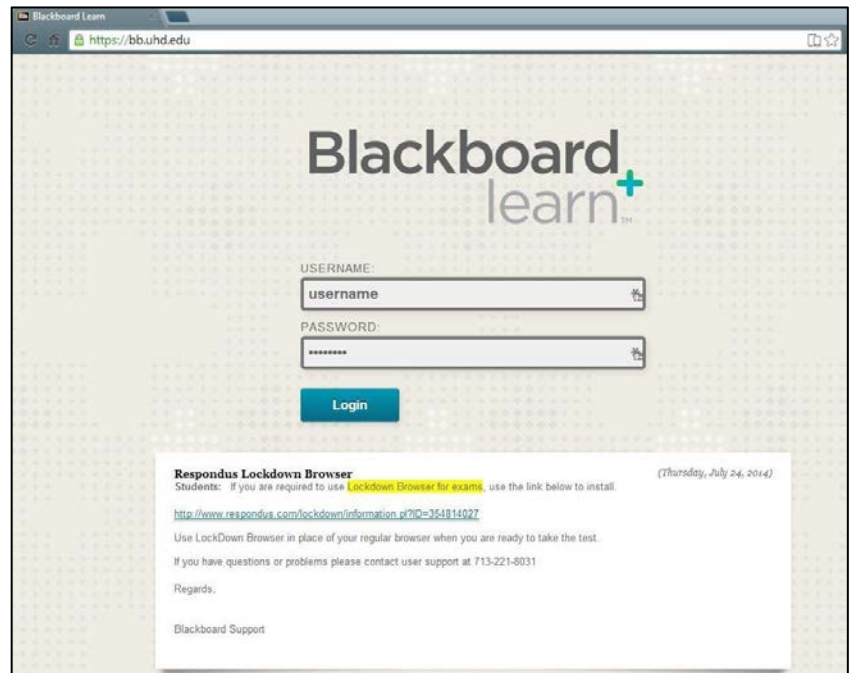


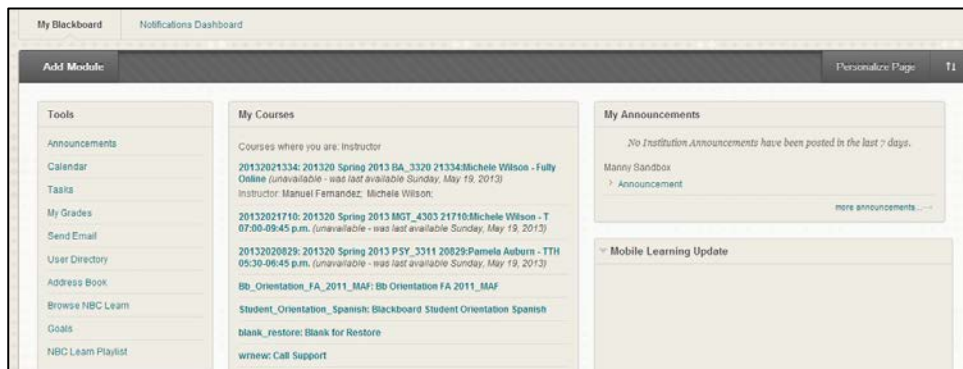
Blackboard: My Messages Module

When you receive new messages in Blackboard, you will receive notifications in the **My Messages** module. The **My Messages** module displays the number of unread messages available in each course you are teaching or enrolled in.

Adding the My Messages Module to Blackboard

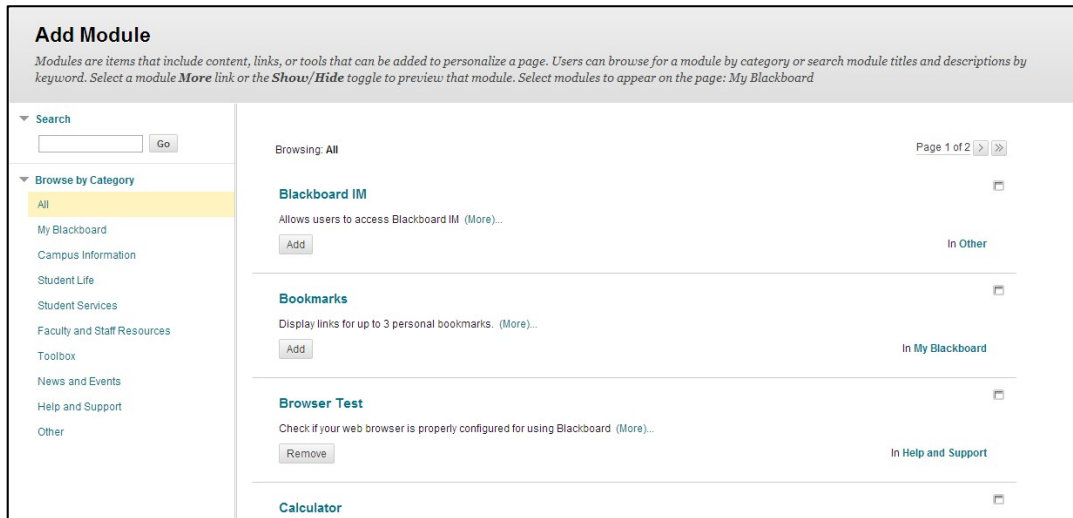
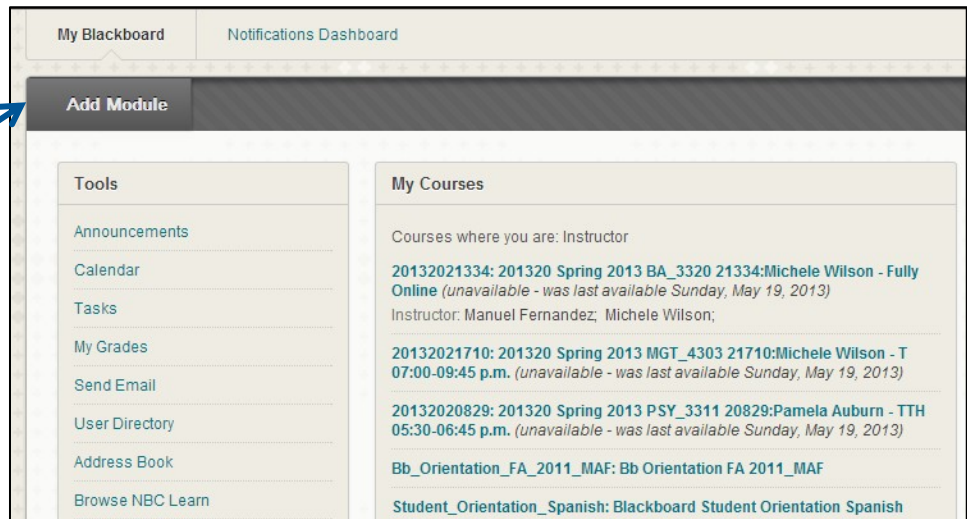


1. Login to Blackboard



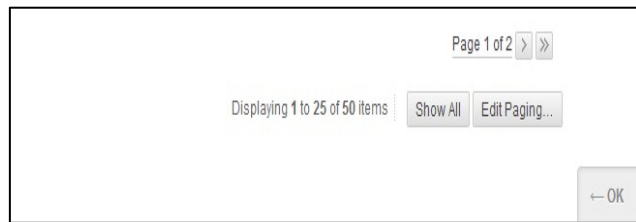
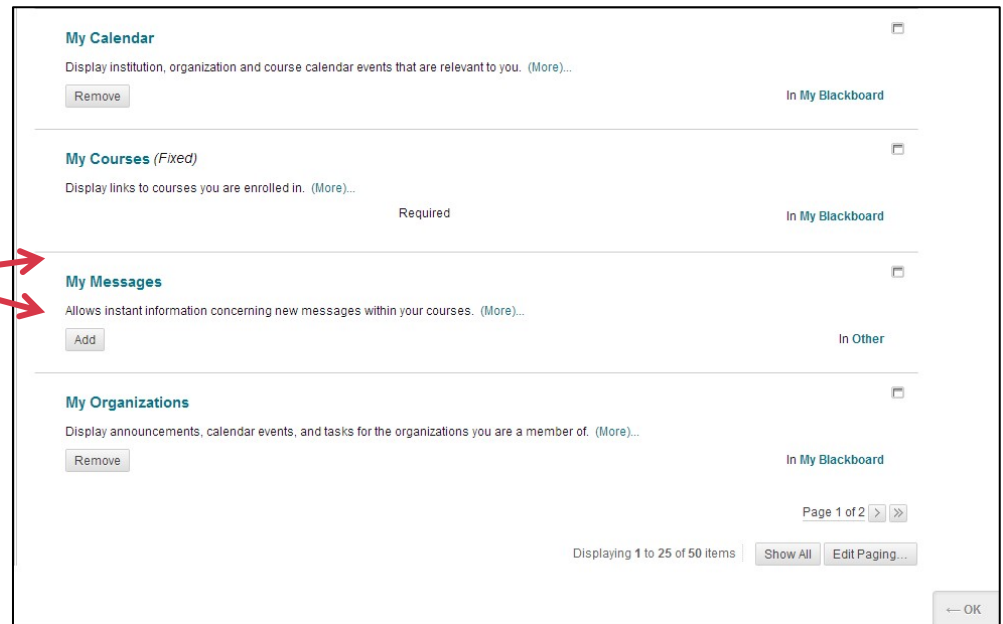
2. Navigate to the **Courses** and **Information** Tab.

3. Click on the **Add Module** button.



4. In the **Add Module** window, scroll down until you find the **My Messages** module.

5. Below the **My Messages** module, click the **Add** button.

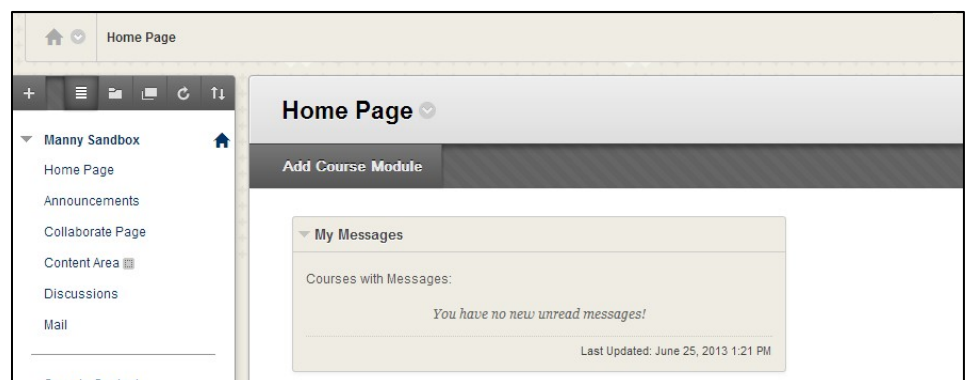


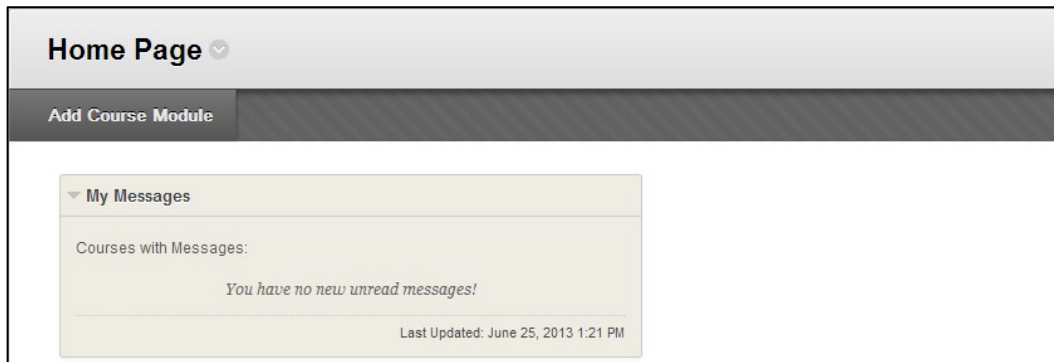
6. Scroll to the bottom of the page and click **Ok.**

7. The **My Messages** module should then appear as a module item in the Course and Information area.

Adding the My Message Module to a Course (faculty only)

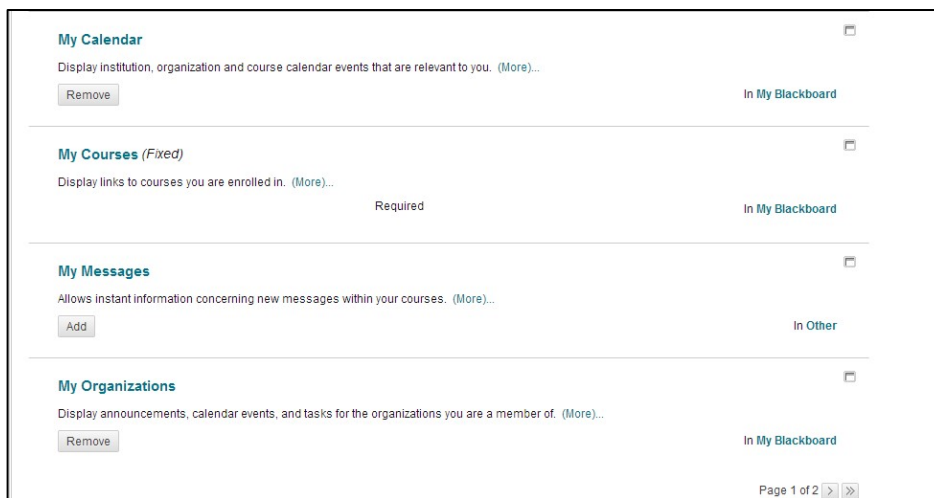
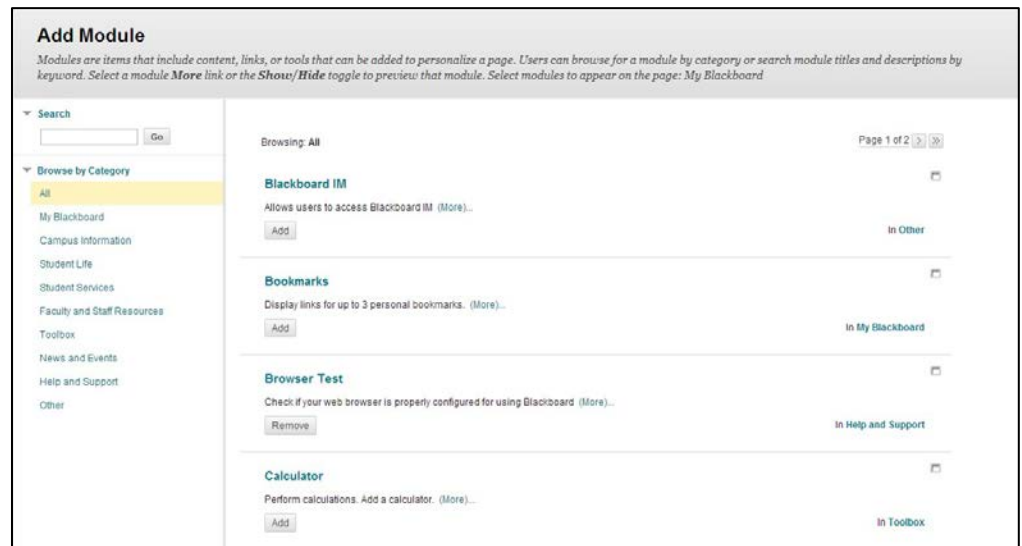
1. Enter the course in which you would like to add the module.
2. Locate the Home Page of the course. **Note: You might have renamed the page, but for this example it is under Home Page.**





3. Click on the **Add Course Module Button**.

4. In the **Add Module Window**, scroll down until you find the **My Messages** module.



5. Below the **My Messages** module, click the **Add** button.

6. Scroll to the bottom of the page and click **OK**. The **My Messages** module should then appear a module in the Course Home Page.

For additional support, visit <http://uhd.edu/bbhelpform>

