

## Blackboard Learn 9.1 Workshop Handouts

### Messages and Email

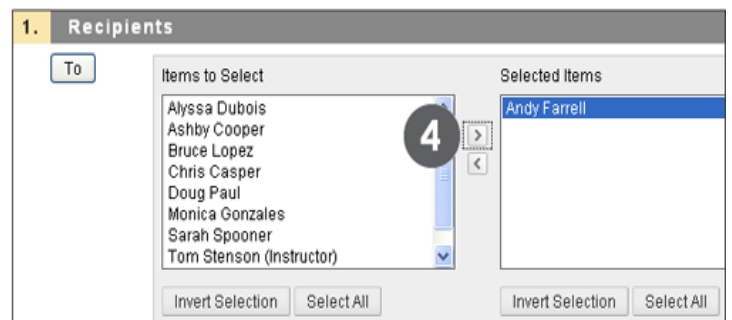
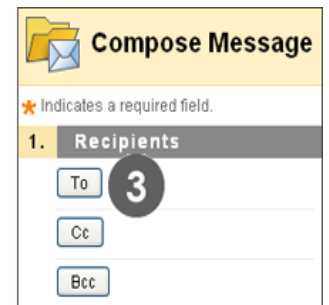
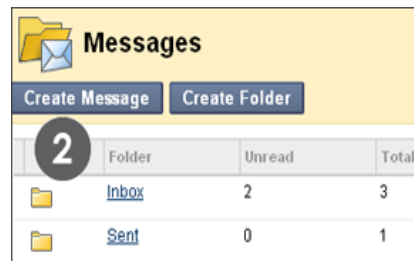
The primary difference between the message and email tools in blackboard is the **Message** tool is used to send messages internally within the Blackboard system. The messages will be received in Blackboard. On the other hand, the **Email** tool is used to send messages externally from Blackboard to the user's email address listed in SAIL. The messages will not be received in Blackboard.

#### Sending Messages

► QUICK STEPS: sending messages

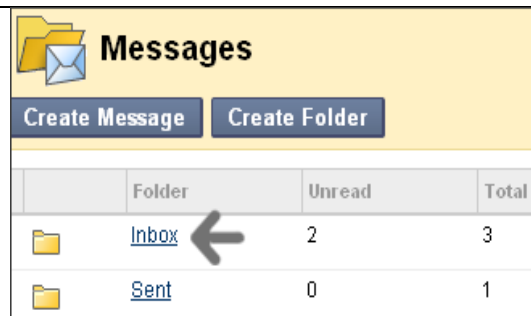
1. Access **Tools** and select **Messages**.
2. On the **Messages** page, click **Create Message** on the Action Bar.
3. On the **Compose Message** page, click **To**, and a list of course members appears.
4. In the **Items to Select** box, select the recipients and click the right-pointing arrow to move them to the **Selected Items** box.
5. Type a **Subject** and **Body**. Use the Text Editor to format the **Body** text, if you want.
6. Optionally, add an attachment.
7. Click **Submit**.

IMPORTANT: Students are not notified if they receive a new message, so advise them to make routine checks for new messages. Both incoming and outgoing messages are saved in the Messages tool.



#### Viewing Messages

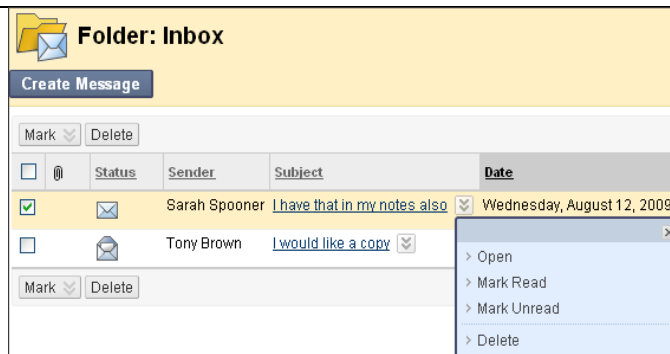
Click the **Inbox** link to view received messages.



Click the **Subject** link to read the message.

The **Status** column icons represent if the message has been read. An opened envelope means read and a sealed envelope means unread.

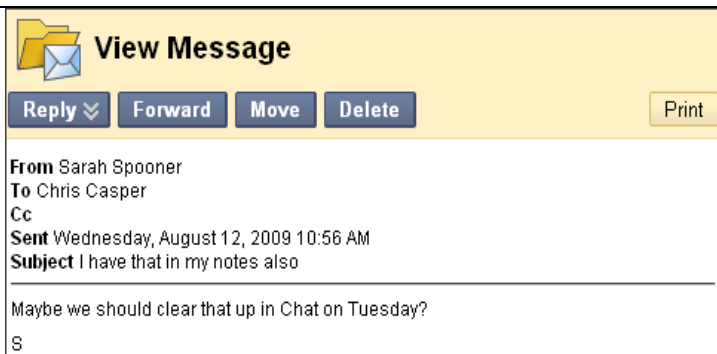
Use a message's contextual menu to mark a message read or unread, or delete it.



When you have finished reading the message, you can do any of the following:

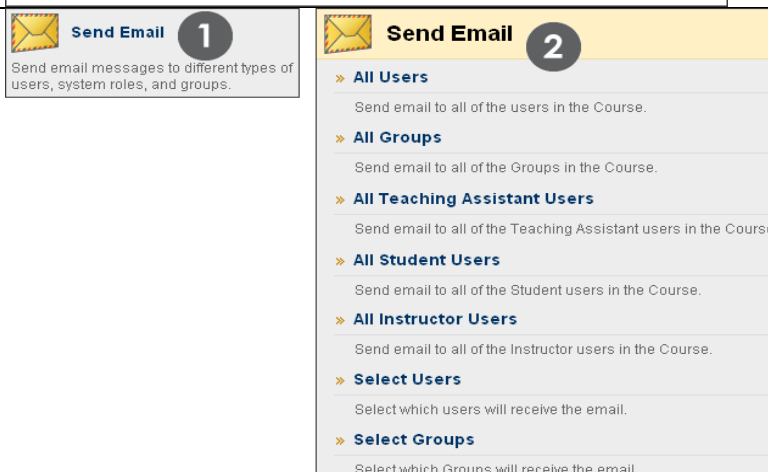
- Reply to the sender or all recipients
- Forward the message to another user
- Move the message to a different folder
- Delete the message
- Print the message

NOTE: The Move function will not appear on the Action Bar as an option until a folder is created by the user.



## Sending Email

► QUICK STEPS: sending an email



1. Access **Tools** and select **Send Email**.
2. On the **Send Email** page, select the link for the intended recipient group. A new page appears.
3. For **Select Users** or **Select Groups**, select the recipients in the **Items to Select** box and click the right-pointing arrow to move them into the **Selected Items** box.
4. Type the **Subject** and **Message**.
5. Optionally, browse for a file from your local computer. Multiple files can be attached.
6. Click **Submit**.

- Important Notes:
- You cannot send email to anyone who is not a member of the course.
- Bb keeps no record of sent emails.
- Do not send email without content in the subject line; otherwise it might not be delivered.

