



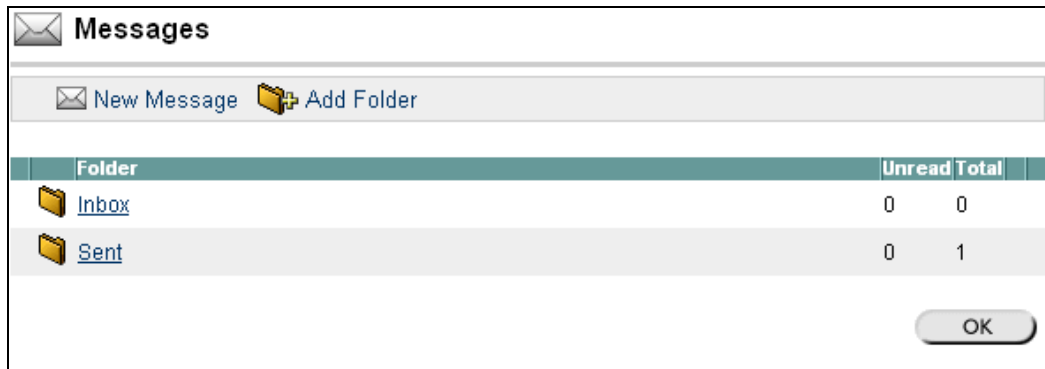
Blackboard Quick Reference Guide 8.0

Messages



Blackboard has an internal messaging feature that allows for the sending of private messages between instructor and student and between students. It functions much like other email tools with the following exception.

- The messages are course specific. They cannot be sent outside of the course or received from outside the course.



Sending Messages

Step 1: From the *Control Panel*, click **Messages**.

- Students can access this feature through the Communication link on the course menu. There are two folders in the Messages area. The *Inbox* is where new messages are received and read. When you send a message, a copy is automatically stored in the *Sent* folder. You may also click *Add Folder* to create your own folders to store and organize messages.

Step 2: Click **New Message**.

Step 3: Click **To** in order to select the student name(s).

Step 4: Determine any carbon copy (CC) or blind carbon copy (BCC) recipients.

Step 5: Enter the *Subject* and *Body* of the message.

- Click the Browse button to upload an attachment.

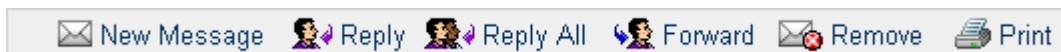
Step 6: Click **Submit**.

Step 7: Click **Sent** folder to confirm the message was sent.

Receiving and Replying to Messages

Step 1: Click the **Inbox** folder.

Step 2: Click the *Subject* line of the message to view. The following tasks are available:



Step 3: Click **Reply** and insert your reply.



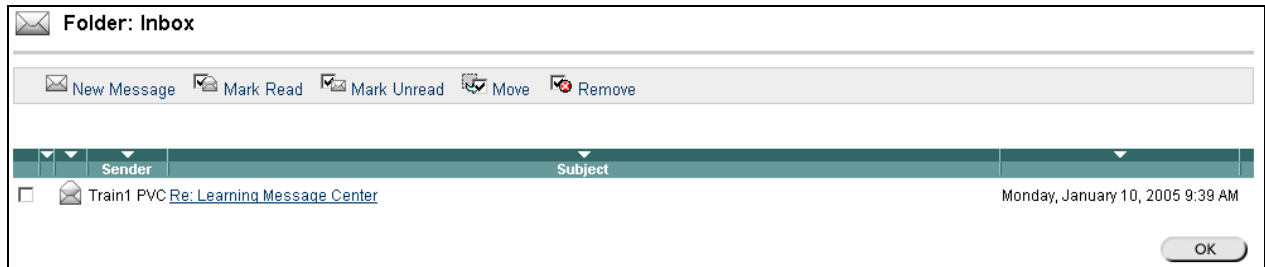
For contextual reasons, leave the original message from the student in the Body. Encourage your students to do likewise when they are replying to your messages.

Step 4: Click **Submit**.

Step 5: Click **Sent** folder to confirm the message was sent.

Managing the Inbox and Sent Folders

Use the toolbar within the Inbox or Sent folders to mark messages as *Read* or *Unread*, *Move* messages to a different folder, or to *Remove* messages you no longer need.



Step 1: Select a message by clicking the checkbox next to the message.

Step 2: Click the desired toolbar function.

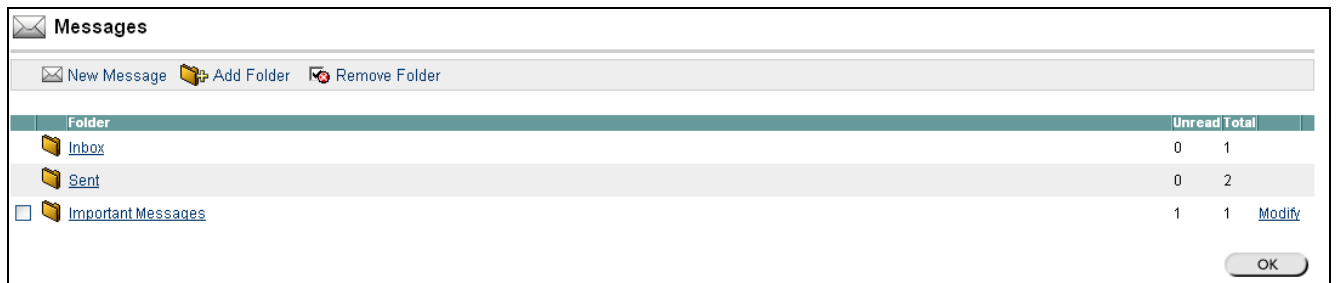
Using Personal Message Folders

Personal folders can be created to help organize messages. Personal folders are only for storing messages. Messages received always appear in the Inbox folder first and messages sent always appear in the Sent folder first. Once a message appears, it can be moved into a personal folder.

To add a folder:

Step 1: While viewing the Messages screen, click the Add Folder link in the toolbar at the top of the screen.

Step 2: The Add Folder screen will display. Enter a Name for the folder and click **Submit**.



To move a message to a folder:

Step 1: While viewing the contents of the Inbox or Sent folder, click the checkbox next to the message you wish to move.

Step 2: Click the **Move** button in the toolbar.

Step 3: Select the folder from the *Select a Personal Folder* drop-down box.

Step 4: Click **Submit**.