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

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.