Send & Receive Messages through Blackboard 9.1

You and your students can send messages through the Blackboard system from within your courses. The Blackboard Message System is entirely self-contained and not dependent on email systems. The following documentation describes how to use the Bb messaging system:

**Sending Messages through a Blackboard Course:**

1. Login to Blackboard.
2. Enter the course within which you wish to work.
3. In the Control Panel, click on the Course Tools button, then select Messages from the sub-menu.
4. On the Messages page, notice that there is an “Inbox” and a “Sent” folder. To send a message, click the “Create Message” button:

   ![Create Message button](image)

<table>
<thead>
<tr>
<th>Folder</th>
<th>Unread</th>
<th>Total</th>
</tr>
</thead>
<tbody>
<tr>
<td>Inbox</td>
<td>0</td>
<td>0</td>
</tr>
<tr>
<td>Sent</td>
<td>0</td>
<td>0</td>
</tr>
</tbody>
</table>

5. On the Compose Message page, click on the To button to reveal a list of users in the course. Highlight a user's name and then click the right-pointing arrow to move the user over to the “Recipients” box. Continue to do this until you have selected all desired recipients. If you wish to remove a user from the list, highlight the user's name and then click the left-facing arrow to move the user out of the “Recipients” box.
6. Follow the same procedure for the Carbon Copy and Blind Carbon Copy fields, if necessary.
7. Enter your message subject line and then the body.
8. When finished, click Submit.
9. You will be returned to the Messages area and should see an addition to your "Sent" folder.

**Receiving Messages within a Blackboard Course:**

1. Login to Blackboard.
2. Enter the course within which you wish to work.
3. In the Control Panel, click on the Course Tools button, then select Messages from the sub-menu.
4. On the Messages page, notice that there is an “Inbox” and a “Sent” folder. There are also indicators for the number of Unread messages and the Total number of messages in each folder.

   ![Inbox link](image)

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5. Click on the Inbox link to view messages received.
6. Click on the Message Subject to view the message text.
7. Within the message, click on the Reply, Forward, or Delete buttons to manage your messages.