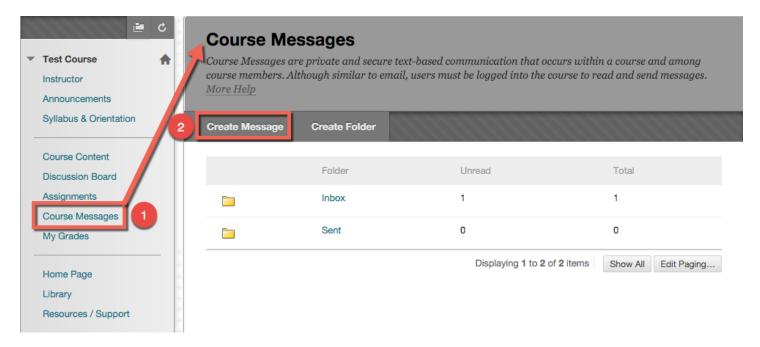
Course Messages

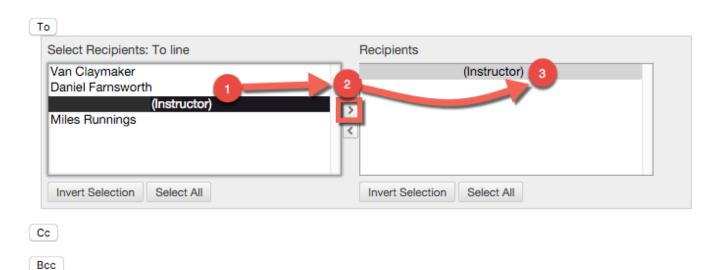
Create Messages:

- 1. Once you are inside of a course, select **Course Messages**. If you do not see a menu link similar to the screenshot below, your instructor may have disabled this tool.
- 2. Select the **Create Message** button.



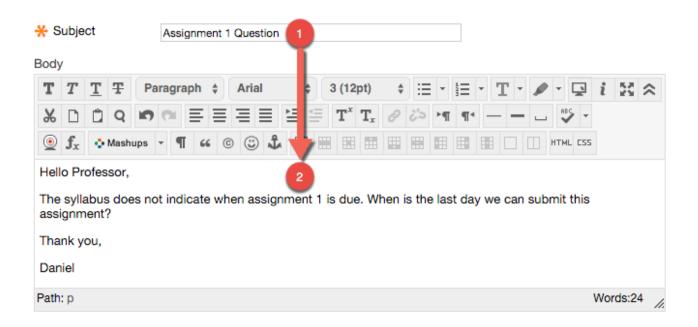
- 1. Highlight the names from the **Select Recipients: To Line** column. You may highlight more than one user by (PC) holding Ctrl on your keyboard and clicking the names with your mouse or by (Mac) holding command on your keyboard and clicking the names with your mouse.
- 2. Select the greater than button to take the highlighted names from the **Select Recipients: To Line** column and move them to the **Recipients** column.
- 3. The names will appear in the Recipients column. This will be the user which the message will be directed to.

RECIPIENTS



- 1. **Subject:** Create a subject that is relative to what you are describing in the message.
- 2. **Body:** Create a message.



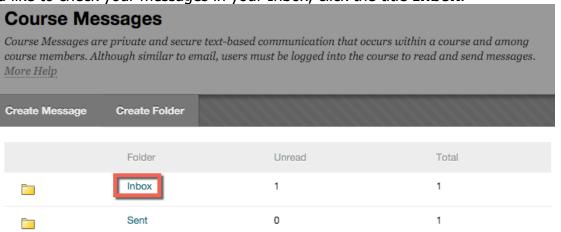


You may upload a file by selecting **Choose File**. This will open a new window where you can select a file from your computer. Once you are finished, make sure the file is attached, similar to the screenshot below. Once you are finished, click **Submit** to send the message.

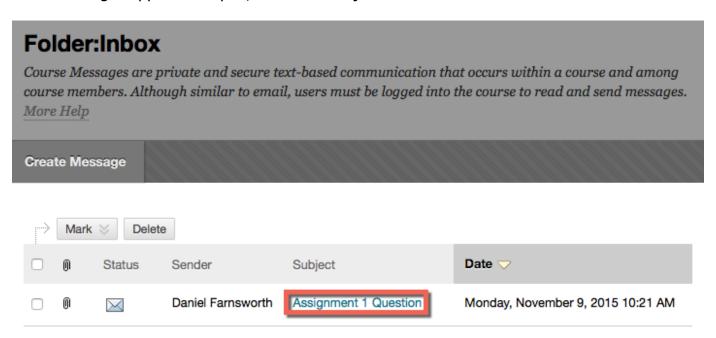


Check your Messages:

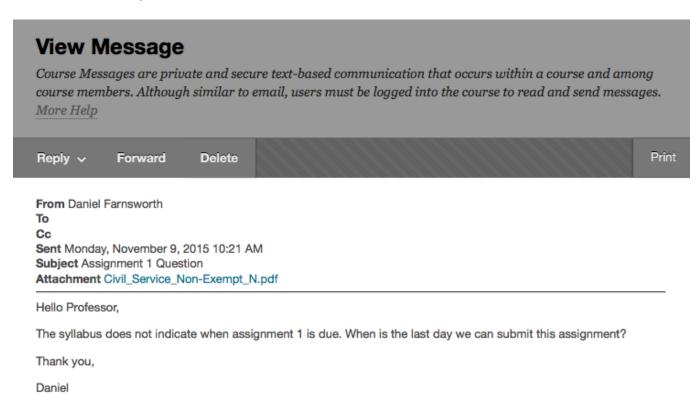
If you would like to check your messages in your Inbox, click the title **Inbox**.



A list of messages appear. To open, select the subject title.



The message will open. You have the option to reply, forward, delete, print, or leave alone (will stay in this course's inbox).



Note: Whatever messages you send or receive will only stay inside of the Blackboard course. Once you no longer have access to your Blackboard course, you will no longer have access to your course messages.