Messages

The messages tool allows users to send and receive messages from within Blackboard. It is similar to the email tool, but users must be logged in to Blackboard to send and receive messages. Incoming messages are stored in an ‘Inbox’ folder and sent messages are stored in a ‘Sent’ folder.

Adding the messages tool to the course menu:

1. Once inside your course, make sure Edit Mode (upper right corner) has been turned ‘On.’

2. Click the ‘plus sign’ at the top of the course menu and select ‘Tool Link.’

3. Give the messages tool a name and choose ‘Messages’ for the tool type. Check the box to make it available to users and click Submit.
4. Click the link to access the tool.

Sending a Message:

1. From the messages tool, click the ‘Create Message’ button at the top.

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Create Message
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2. Click ‘To,’ ‘Cc,’ and/or ‘Bcc’ to enter the recipients. In this example, we’ve selected the ‘To’ field.

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Recipients
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3. Select the recipients from the list on the left and use the arrows to move them to the ‘Selected Items’ list on the right hand side.
4. Fill in a subject line and message.

   2. **Compose Message**

   - **Subject**: Group Meeting
   - **Body**: Would next Wednesday, Oct. 24th, at 1pm be a good day for everyone to meet?

5. Attach a file if desired. Click Submit to send.

   3. **Attachment**

   - **Upload Attachment**: Browse...

4. **Submit**

   *Click Submit to proceed. Click Cancel to quit.*

**Reading and Replying to a Message:**

1. From the messages tool, click the ‘Inbox.’
2. Click the subject of the message you want to read/reply to.

3. The message will display. To reply to it, click the ‘Reply’ button at the top and choose whether to reply to sender or to all. In this example, we’ll select ‘Reply All.’ Note that you can also forward, delete, and print the message.

4. Make any adjustments to the recipient fields if needed, enter the reply message, and click Submit to send.
2. **Compose Message**

   Subject: Re: Class Meeting

   **Body**

   This sounds fine to me.

   ----- Original Message -----
   Sent on Friday, October 12, 2012 2:23 PM
   Would next Wednesday, Oct. 24th, at 1pm be a good day for everyone to meet?

3. **Submit**

   *Click Submit to proceed. Click Cancel to quit.*