

Messages

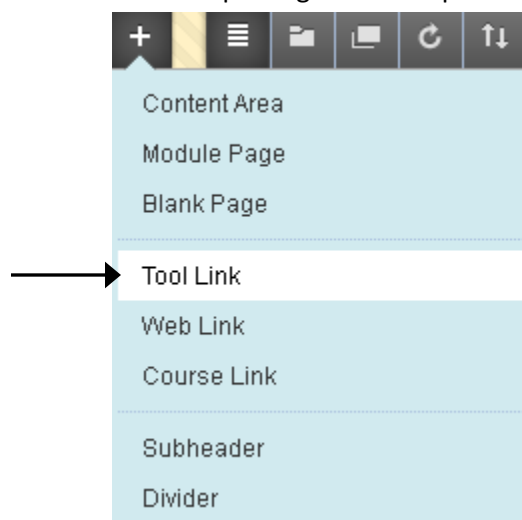
The messages tool allows users to send and receive messages from within Blackboard. It is similar to the email tool, but users must be logged in to Blackboard to send and receive messages. Incoming messages are stored in an 'Inbox' folder and sent messages are stored in a 'Sent' folder.

Adding the messages tool to the course menu:

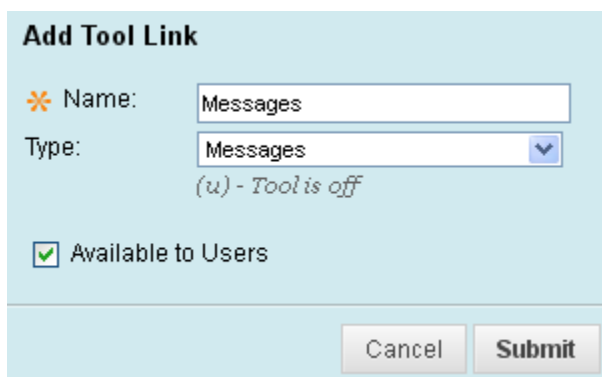
1. Once inside your course, make sure Edit Mode (upper right corner) has been turned 'On.'



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.

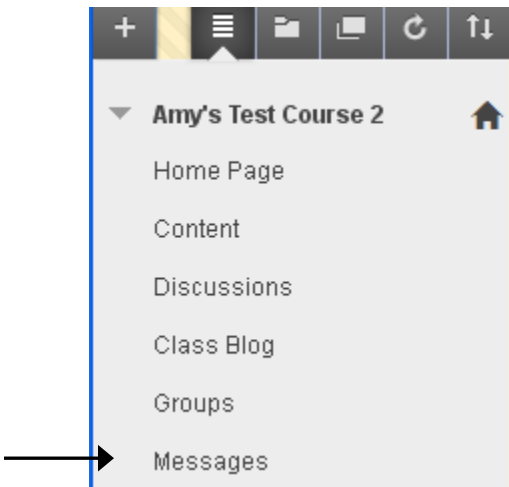


A screenshot of the 'Add Tool Link' form. The form has a title 'Add Tool Link' and the following fields:

- Name: Messages
- Type: Messages (dropdown menu)
- Available to Users:

At the bottom of the form are two buttons: 'Cancel' and 'Submit'.

4. Click the link to access the tool.



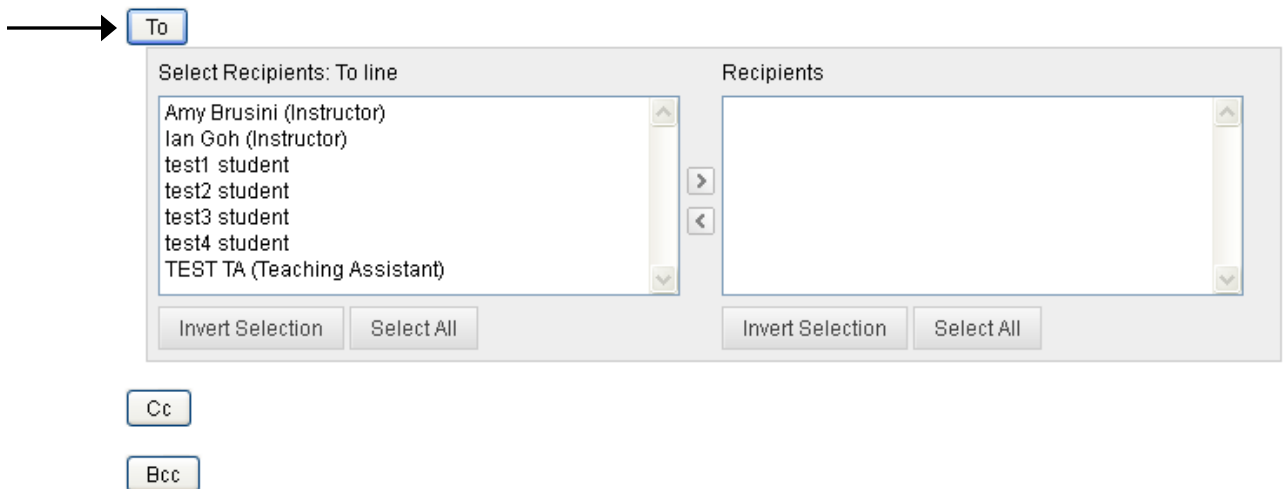
Sending a Message:

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

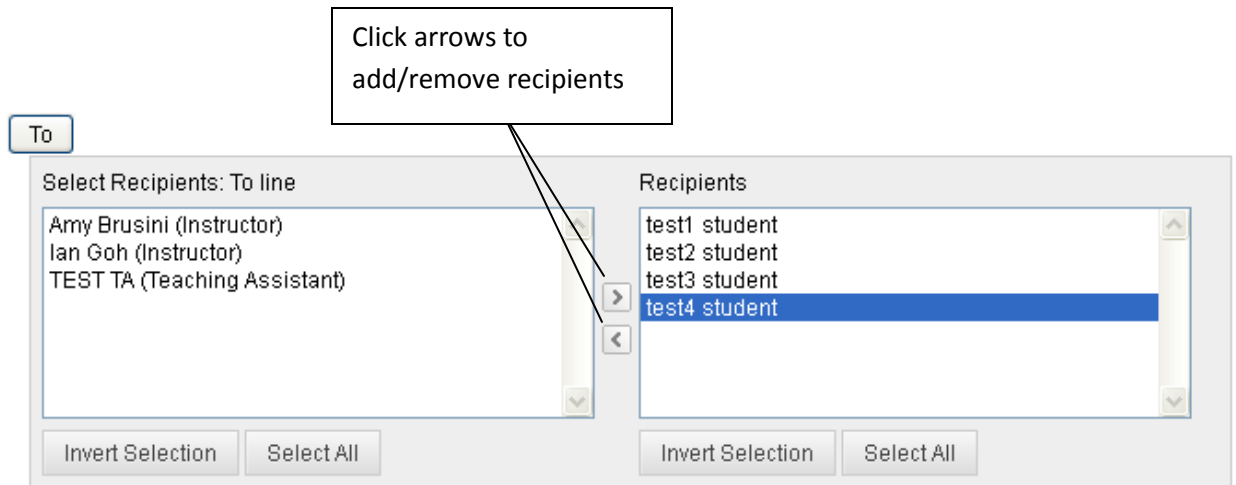
Create Message

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

1. Recipients



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

Body Text Editor is: ON

Normal 3 Arial | **B** *I* U abc | x_2 x^2 | [List Icons]

abc [Clipboard] [Paste] [Undo] [Redo] [Link] [Image] [Table] [Color] [Background Color] [Text Color] [Text Background Color] | \sqrt{x} $\langle \rangle$ $\langle \rangle$ [Image] [Link]

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

4. Submit



Click Submit to proceed. Click Cancel to quit.

Reading and Replying to a Message:

1. From the messages tool, click the 'Inbox.'

	Folder	Unread	Total
	Inbox	1	1
	Sent	0	0

- Click the subject of the message you want to read/reply to.

<input type="checkbox"/>		Status	Sender	Subject	Date
<input type="checkbox"/>			Amy Brusini	Class Meeting	Friday, October 12, 2012 2:23 PM

- 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.

Reply	Forward	Delete	Print
<ul style="list-style-type: none"> Reply to Sender Reply All 			

3 student; test4 student

Sent Friday, October 12, 2012 2:23 PM
Subject Class Meeting

Would next Wednesday, Oct. 24th, at 1pm be a good day for everyone to meet?

- Make any adjustments to the recipient fields if needed, enter the reply message, and click Submit to send.

2. Compose Message

* Subject

Body Text Editor is: ON

Normal 3 Arial | **B** *I* U abc | x₂ x² | [List Icons]

abc [Cut] [Copy] [Paste] [Undo] [Redo] [Link] [Image] [Table] [Color] [Background Color] [Link] [Unlink] [Text Color] [Text Background Color]

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?

Path: [body](#) » [p](#) » [font](#)

3. Submit

Click Submit to proceed. Click Cancel to quit.

Cancel

Submit