Internal Messages Within Blackboard

Messages are INTERNAL (within Blackboard) message communications. You can send messages to current course members including instructors and classmates. This tool does not use any addresses but rather allows you to browse course members and select those you wish to message. This is a private messaging feature in which messages are only available to groups or individuals that are selected; not the entire course as with discussion postings.

This Process sends a message to the intended recipient(s) within Blackboard and is NOT tied to a course member’s Email address. To communicate to a user’s Email, use the Email feature (if available).

1. Enter Blackboard and select the desired course.

2. Select the Messages tab from the Course Menu.

3. The Messages interface will appear. To create a new message, click on the Create Message tab.
4. To add recipients, select the ‘To’ tab. To carbon copy (cc) or blind carbon copy (bcc) recipients, select the appropriate tab.

* Indicates a required field.

5. After selecting the appropriate To, Cc or Bcc tab, click on the name of the intended recipient in the Select Recipients box to the left followed by the
right facing arrow. The name(s) of the recipients will be moved over to the Recipients box to the right.

Click on the name of the intended recipient.

Name(s) of recipients will be listed here.

Click on the right facing arrow to add the recipient to the selected text box.
6. After selecting recipients, enter your subject, body of the message and add any attachments you would like to send. When finished, select **Submit** in the bottom right corner of the page.

<table>
<thead>
<tr>
<th>Compose Message</th>
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<tbody>
<tr>
<td><strong>Subject</strong></td>
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<tr>
<td><strong>Body</strong></td>
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3. **Attachment**

4. **Submit**

7. To read messages sent to you by other course members, from the messages interface, select the Inbox hyperlink.