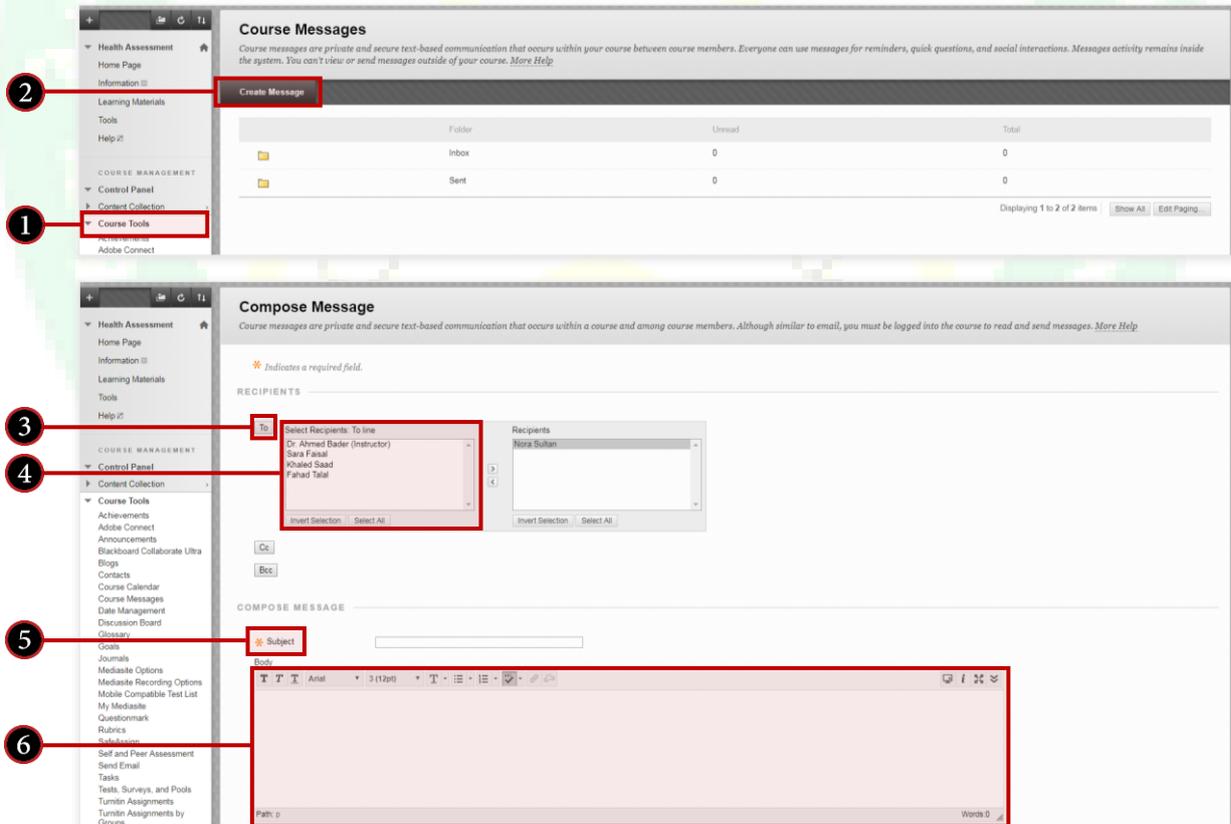


Sending a Course Message

How to Send a Course Message:

1. To send a message, you can start by doing either of the following:
 - a. On the **Course Menu**, click the **Tools** link. On the Tools page choose > **Course Messages**.
 - b. On the **Control Panel**, expand the **Course Tools** > **Course Messages**.
2. On the Messages page, click **Create Message** on the action bar.
3. On the Compose Message page, select **To** and a list of course members will appear.
4. In the **Select Recipients** box, select the recipients and click the **right-pointing arrow** to move them to the Recipients box. You can use the Cc (Carbon Copy), and Bcc (Blind Carbon Copy) functions to send the message. If you use Bcc, recipients will not be able to see who is included in the email list.
5. Type the **Subject**.
6. Type a **message** in the Body. You can use the text editor functions to format the text and include files, images, web links, multimedia and mashups.
7. Select **Submit**.



The screenshot displays two screenshots of the Blackboard interface. The top screenshot shows the 'Course Messages' page with a 'Create Message' button highlighted by a red box and a circled '2'. A red box and circled '1' highlight the 'Course Tools' link in the left sidebar. The bottom screenshot shows the 'Compose Message' page. A red box and circled '3' highlight the 'To' dropdown menu. A red box and circled '4' highlight the 'Select Recipients' box. A red box and circled '5' highlight the 'Subject' field. A red box and circled '6' highlight the 'Body' text editor area.