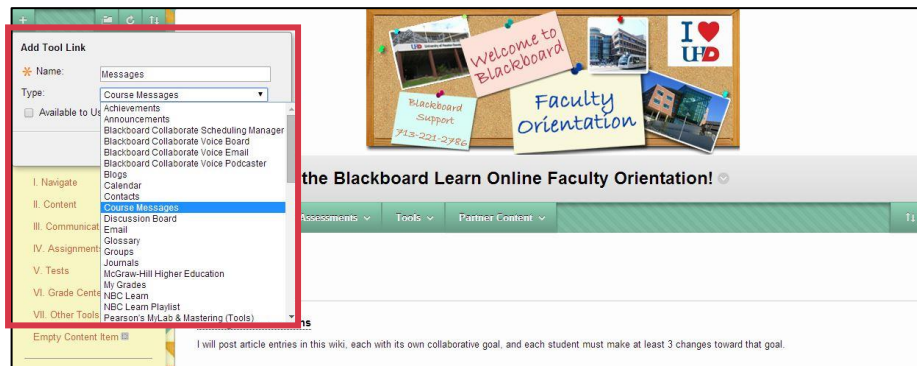



## Blackboard Messages

Messages are a private and secure text-based communication that occurs within a Blackboard course and among course members. Although similar to email, *users must be logged into the Course to read and send Messages.*

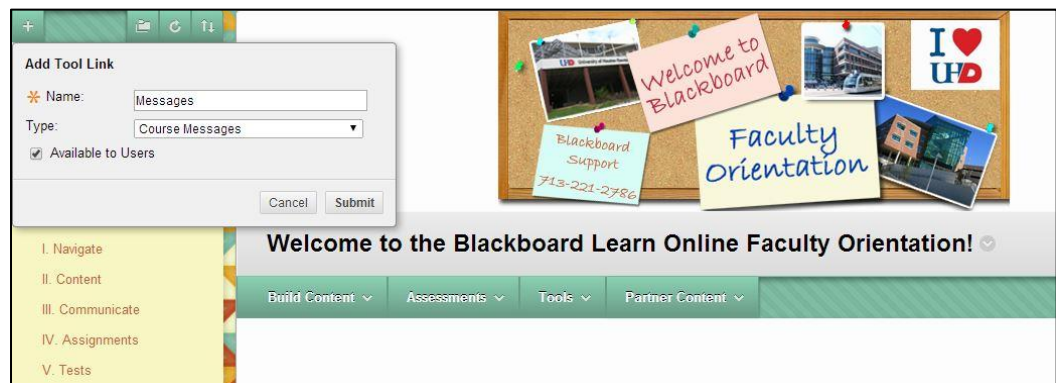
### Making the Messages Tool Available

1. Login to Blackboard to enter the course you wish to send Messages in.
2. Make sure **Edit Mode is ON.**



3. At the top left, click the  and select **Tool Link**.
4. From the **drop-down menu**, select **Messages** and give your button a title.

5. Make the item visible to students by placing a checkmark beside **Available to Users**. Click **Submit**.

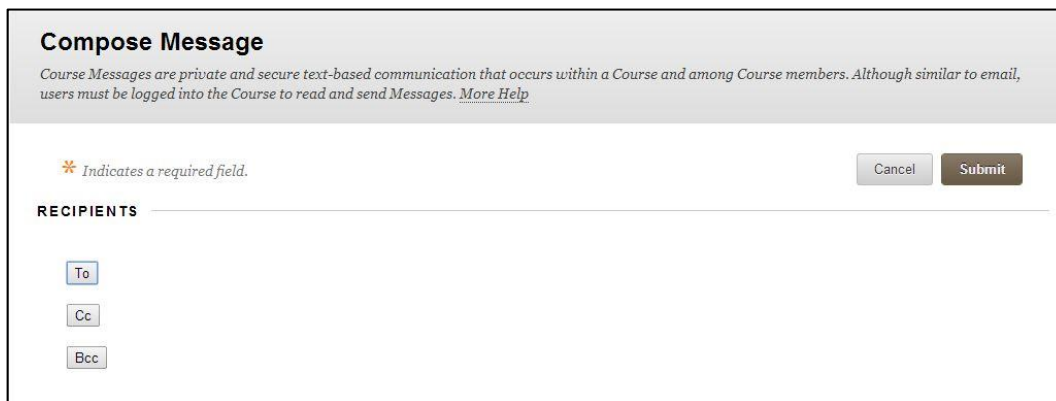
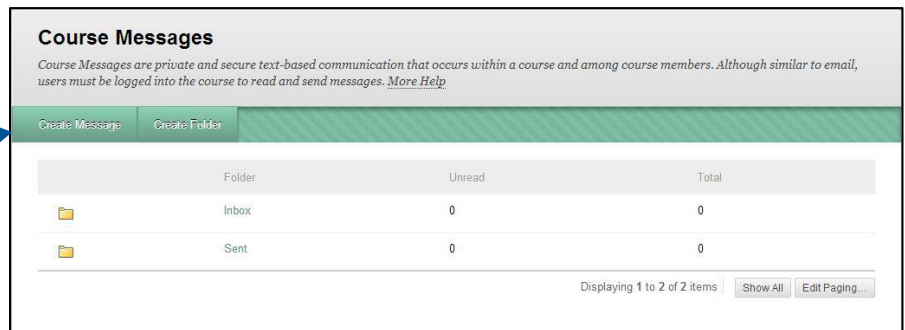


## Sending Messages



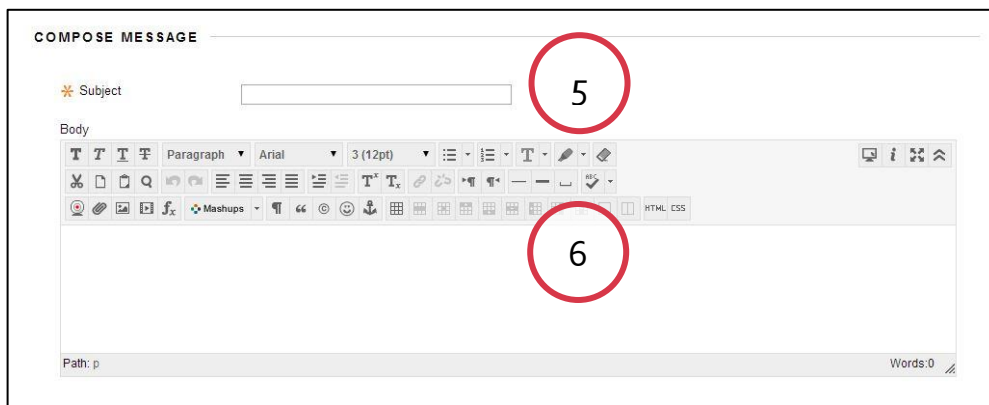
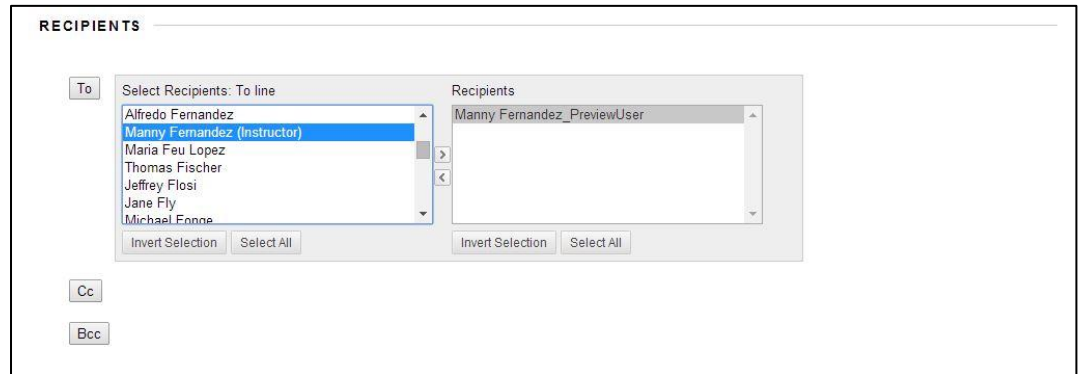
1. Click the **Messages** button you created.

2. Click **Create Message**



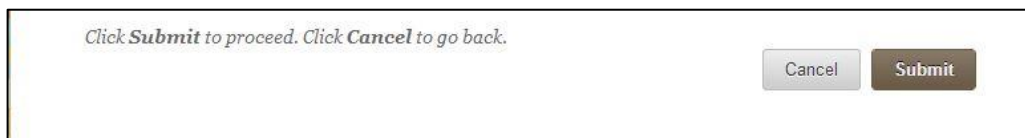
3. Select the **Recipients** using the **To, Cc, and Bcc** buttons.

4. A list of enrolled course members will be displayed. Select your intended recipient(s) from the **Select Recipients** area and use the **move selection, ">"**, button to move them to the **Recipients** section.



5. Type in a **Subject**.  
6. Type your message in the **Body**.

7. To upload an attachment, click on the Choose File button.



8. Click **Submit**.

## Create a Folder

1. In the Course Messages area, select **Create Folder**.

**Course Messages**  
*Course Messages are private and secure text-based communication that occurs within a course and among course members. Although similar to email, users must be logged into the course to read and send messages. [More Help](#)*

Create Message **Create Folder**

	Folder	Unread	Total
	Inbox	0	0
	Sent	0	0

Displaying 1 to 2 of 2 items [Show All](#) [Edit Paging...](#)

**Add Folder**  
*Personal Folders can be added to the Messages area to organize received messages, if enabled by the System Administrator. [More Help](#)*

\* Indicates a required field.

Cancel Submit

ADD FOLDER

\* Name

Click **Submit** to proceed. Click **Cancel** to go back.

Cancel Submit

2. Type in a name.
3. Click **Submit**.

## Reading Messages

1. To read Messages, click on a **Folder**, locate the desired **Message**, and click on the **Subject link**.
2. Click on the **inbox** folder to read the new messages.

**Course Messages**  
*Course Messages are private and secure text-based communication that occurs within a course and among course members. Although similar to email, users must be logged into the course to read and send messages. [More Help](#)*

Create Message **Create Folder**

	Folder	Unread	Total
	Inbox	1	1
	Sent	0	1

Displaying 1 to 2 of 2 items [Show All](#) [Edit Paging...](#)

**Folder:Inbox**  
*Course Messages are private and secure text-based communication that occurs within a course and among course members. Although similar to email, users must be logged into the course to read and send messages. [More Help](#)*

Create Message

	Status	Sender	Subject	Date
<input type="checkbox"/>		Manny Fernandez	Hello	Tuesday, August 5, 2014 11:32 AM

Displaying 1 to 1 of 1 items | [Show All](#) | [Edit Paging...](#)

- Any unread messages will have a close envelop on the **Status** column. Click on the **Subject** to read the message.

For additional support, visit <http://uhd.edu/bbhelpform>