There are **two** different ways to send email-style communication to course users (students and/or co-instructors) in Blackboard:

1. **Course Messages:** *From Blackboard to Blackboard* - using a Blackboard messaging Inbox these messages stay within the Blackboard system and do not deliver to CCSU email addresses. When a user replies to a message, it delivers back to the messaging inbox within Blackboard.
   - The benefit of using Course Messages is to provide seamless course organization by keeping all email-style communication within the course shell.

2. **Course Email:** *From Blackboard to CCSU Email* - this method sends an email from Blackboard to the user’s CCSU email account. If the user replies, the reply will send back to sender’s CCSU email account.

This document covers, **Course Messages:**

There are two ways to send Course Messages:

**Option 1 – Accessing Messages from the Main Navigation Panel**

1. **Click Messages** on the left navigation bar (Figure 1) *Note: a numbered bubble will appear if you have unread messages.*
2. **Locate** the **course** where you would like to compose a message (Figure 2).
3. **Click** on the **plus (+) button** on the right-hand side (Figure 2).

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**Figure 1**

**Figure 2**
4. Once you select the **plus (+) button**, 
   - fill in the **recipients** by clicking the “To” button. There are also options to send a copy or a blind copy to other users.

5. Once you have filled in the **subject** and **body** and chose the recipients, you can attach a file if needed and then click **Submit** (Figure 4). **Submit** will send the Course Message out to your recipients.
Option 2 – Accessing Message through a Course Shell

1. Enter your course and from the left-side course menu, click Course Tools, then Course Messages (Figure 5).
2. On the Course Messages page, click on Create Message. The Course Message page will also show your Inbox and Sent box with the number of read and unread messages (Figure 6).
3. Follow Steps 4 and 5 above.