Sending Emails and Course Messages

Using Email and Course Messages is a good way to send messages to students privately or all at once for reminders, directions, or to discuss work and grades. Sending an Email will send the message to the students’ Outlook account, while creating a Course Message will stay within Blackboard. There are two options on how to navigate to your Course Messages.

OPTION 1 - Follow these steps to Create a Course Message

1. **Click Messages** on the left navigation bar (Figure 1) *Note: a numbered bubble will appear if you have unread messages.*
2. **Select** which **course** you are composing a message for (Figure 2)
3. Course Message Menu that will show you the unread inbox and sent messages, and the total amount of messages in each. To create a message, **click on the Create Message button** (Figure 3)

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Figure 1

Figure 2

Figure 3

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OPTION 2 – Follow these steps to Create a Course Message

1. Click on the Course Tools link (Figure 1).
2. In the menu that displays, click Course Messages (Figure 1).
3. Click on Course Messages and enter the Course Message Menu that will show you the unread inbox and sent messages, and the total amount of messages in each. To create a message, click on the Create Message button (Figure 2).
4. Once you select Create Message, you must fill in who the recipients are by clicking the “To” and “CC” if you are adding another person to see the message. Then you must add a subject and a body. It is very similar to sending an email in Outlook. (Figure 3).

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).
Steps to Follow to Send an Email

1. If you want to use the Send Email tool, click on Course Tools and click on Send Email (Figure 5).

2. Once you click on Send Email, you will be presented with multiple options of who you would like to send an email.

3. You will click on All Student Users to send an email to all users. (Figure 6).
4. On the **Send Email** screen, the users will be displayed that the email will be sent.
5. You must type a **Subject**, write in the **Message**, and you can also **Attach a file** if needed.
6. Click the **Submit** button when finished (Figure 7).