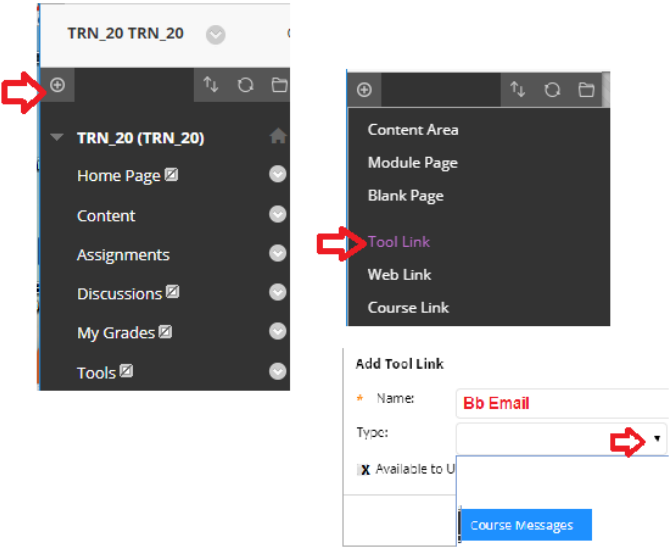


Blackboard Learn – Course Messages Tool Option

About: The “Course Messages” Tool is used as an Internal Mail Client to keep all email correspondence within the Bb Course Shell.

<p>How to add to Bb Course Menu</p> <ol style="list-style-type: none">1. Go to + sign in upper left of Menu Bar. Select ‘Tool Link.’ Select ‘Course Messages.’2. Add Course Messages. You can name it “Bb Email.”3. Make sure “Available to Users.”	
<p>How to Send Course Message:</p> <ol style="list-style-type: none">1. Select Tool Link to Send Course Message.2. Select “Create Message.” Note: This will open “Compose Message.”3. Select “To” to select the recipients. Note: You can select all.4. Select the right-pointing arrow to move list to “Recipients.”5. Enter Subject and Message.6. Select Submit. <p><i>Note: To select multiple users in a list on a Windows machine, press the Shift key and select the first and last users. To select users out of sequence, press the Ctrl key and select each user needed.</i></p>	