

Blackboard Messages Tutorial

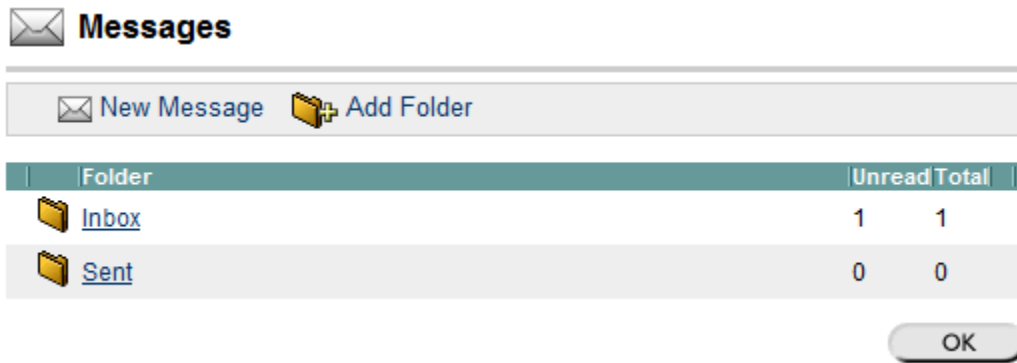
The Messages feature allows you, your Instructor, and your fellow students to send and receive messages without using e-mail. Note: It's possible that your instructor may choose not to use the Messages feature.


Step 1



Click on the “**Messages**” link located in the navigation area. (You may also find the Messages feature in the Communication area.)



Step 2

Your Messages display. The **Inbox** folder contains messages that have been sent to you. The **Sent** folder contains messages that you have sent.



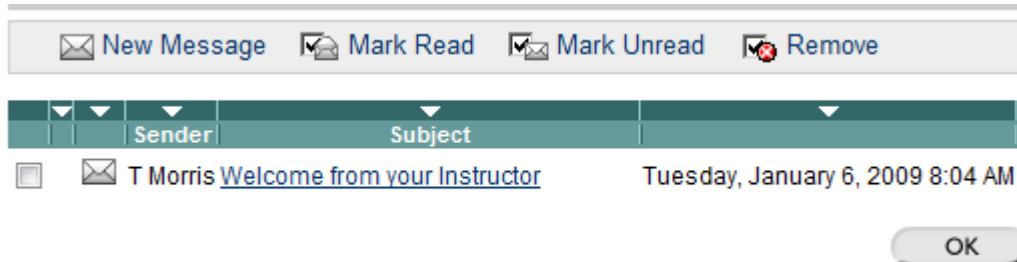
 **Messages**





 [New Message](#)  [Add Folder](#)


| Folder | Unread | Total |
|---|--------|-------|
|  Inbox | 1 | 1 |
|  Sent | 0 | 0 |

Step 3

Select the **Inbox** link to view your messages.



 [New Message](#)  [Mark Read](#)  [Mark Unread](#)  [Remove](#)

| | Sender | Subject | |
|--------------------------|--|--|----------------------------------|
| <input type="checkbox"/> |  T Morris | Welcome from your Instructor | Tuesday, January 6, 2009 8:04 AM |

- To view the contents of a message, click on the subject of a message.
- To send a new message, click the **New Message** link.
- To delete a message, click the **Remove** link.
- Click **OK** to exit the Inbox.