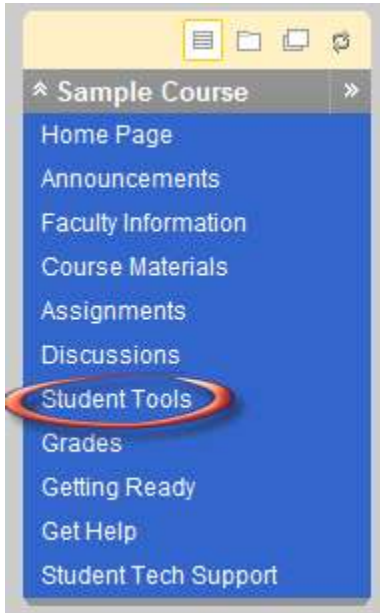


Blackboard Messages Tutorial

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 “Student Tools” link located in the navigation area.



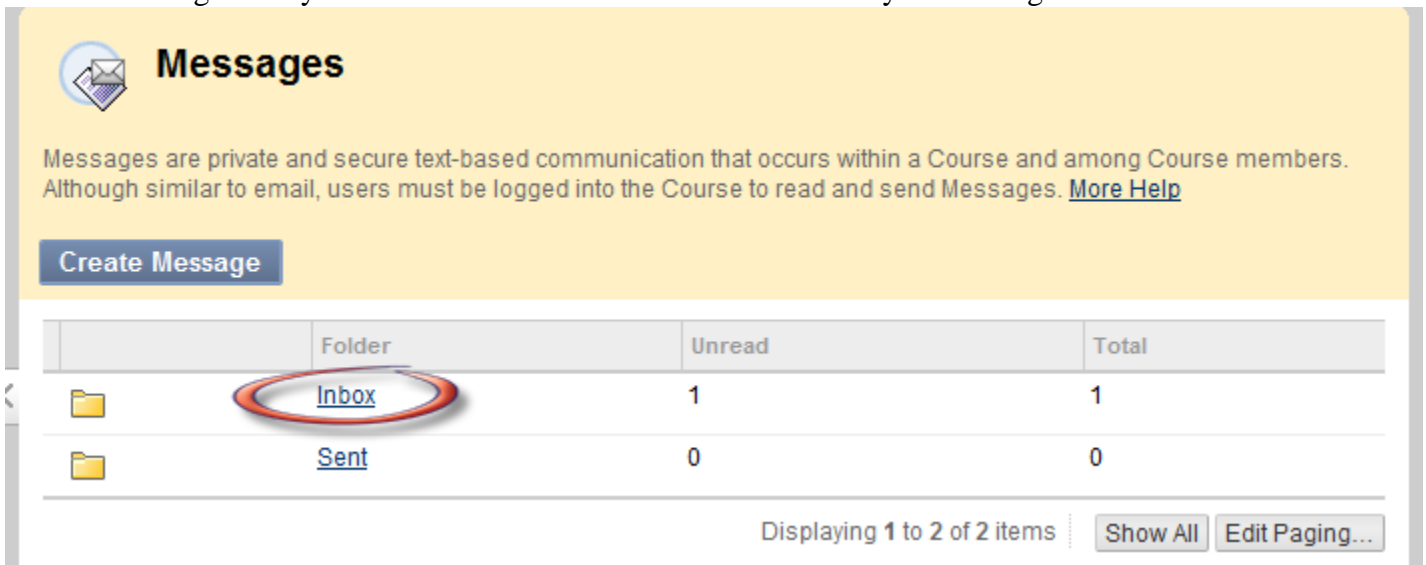
Step 2

Scroll down the page and click on the Messages link.



Step 3

The Messages area displays. The Inbox folder contains messages that have been sent to you. The Sent folder contains messages that you have sent. Select the **Inbox** link to view your messages.

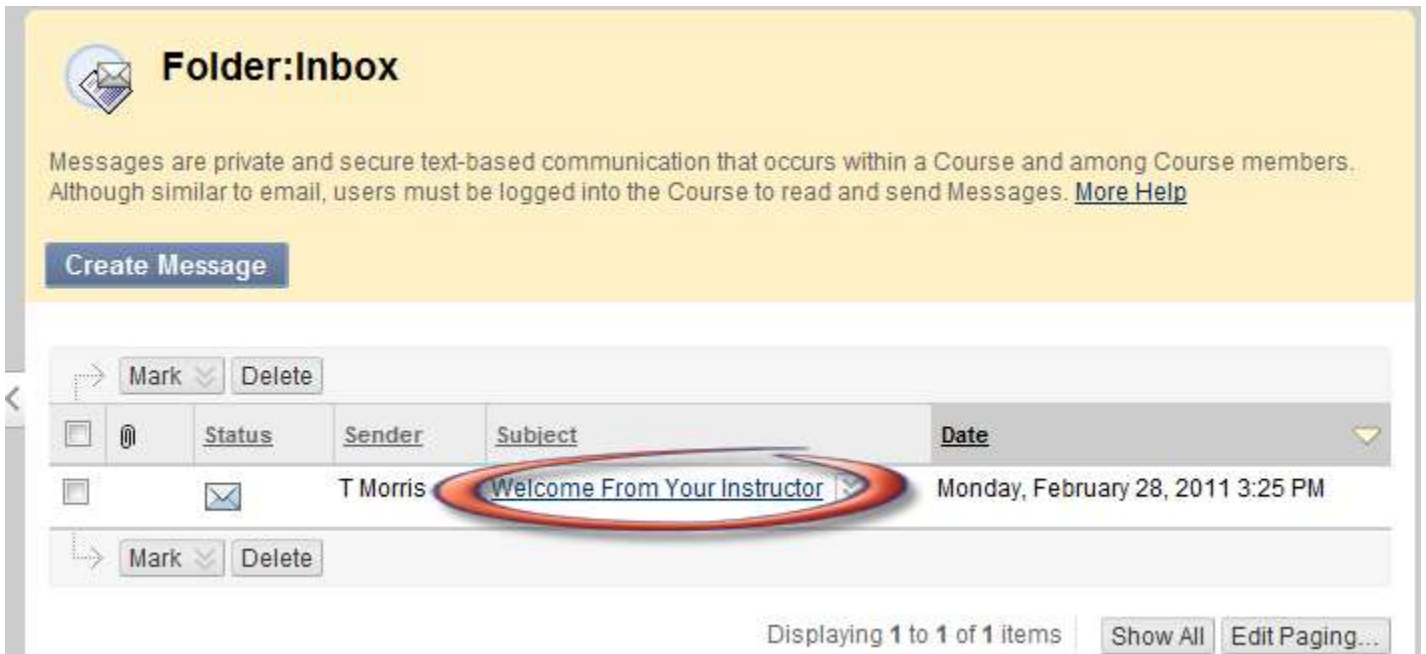


The screenshot shows the 'Messages' section with a yellow header. Below the header is a 'Create Message' button. A table lists folders: 'Inbox' with 1 unread message and 'Sent' with 0 unread messages. The 'Inbox' link is circled in red. At the bottom, it says 'Displaying 1 to 2 of 2 items' with 'Show All' and 'Edit Paging...' buttons.

	Folder	Unread	Total
	Inbox	1	1
	Sent	0	0

Step 4

Your Inbox displays. To view the contents of a message, click on the subject of a message, as shown below. Then



The screenshot shows the 'Folder:Inbox' view with a yellow header. Below the header is a 'Create Message' button. A table lists messages with columns for 'Status', 'Sender', 'Subject', and 'Date'. The subject 'Welcome From Your Instructor' is circled in red. At the bottom, it says 'Displaying 1 to 1 of 1 items' with 'Show All' and 'Edit Paging...' buttons.

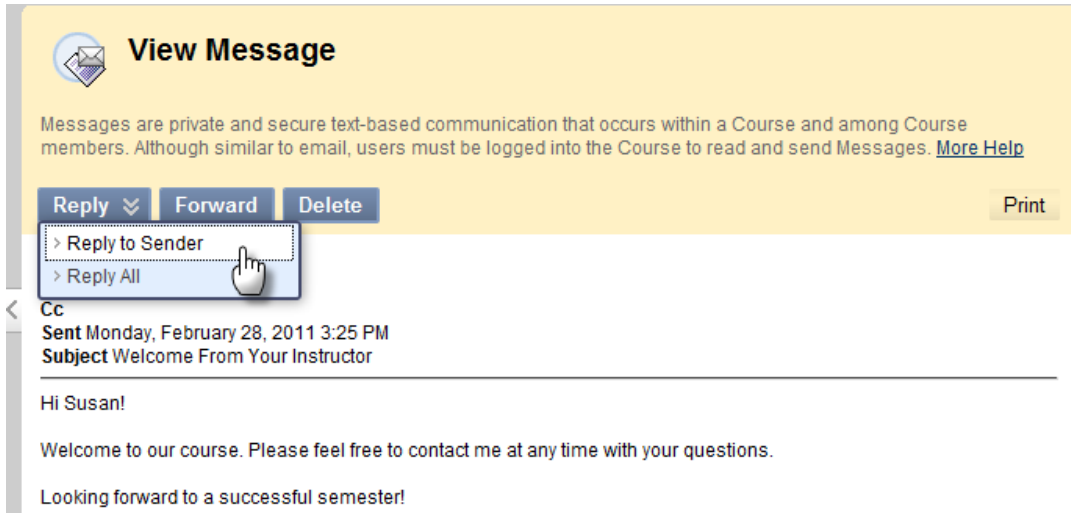
	Status	Sender	Subject	Date
<input type="checkbox"/>		T Morris	Welcome From Your Instructor	Monday, February 28, 2011 3:25 PM

Note:

- To send a new message, click the **Create Message** button.
- To delete a message, click the check box in front of the message and click the **Delete** button.

Step 5

To reply to a message, click the Reply button and select **Reply to Sender** or **Reply to All**.



Step 6

The **Reply to Message** screen displays. The top portion of the screen provides you a way to change the recipient list (note that there are only two people in this sample class). The lower portion is your message area. Type your reply. Then, click the **Submit** button.

