

Mail

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The e-mail, or in other words, electronic mail feature of BlackBoard can be accessed by clicking on the “Mail” button on the Course Tools menu.

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The resulting screen will display two areas: the “Create Folder” area on the left hand side and the “Create Message” button in the upper, middle area..

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To *create* a message to send to either your instructor and/or your fellow students, click on the “Create Message” button.

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To create a message, simply fill each of the 3 fields indicated with an asterisk (the To field, Subject field and Message field) with appropriate data.

The “To” field requires a click on the “Browse for Recipients” button to access a list of usernames for your instructor and other students in your class.

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To select a specific recipient or a group of recipients to whom the e-mail is being sent, click the box designating to whom you want to send the e-mail. Note that the name of Kathleen Finn-Brown has been selected in the example. Be sure to follow up your selection with a click on the “Save” button at the bottom of the screen.

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Notice that the name of the recipient is not displayed inside the To: field. However, it is listed below. Keep in mind that the CC and BCC fields will work in the same way. Next, enter text for the Subject and Message fields. If you wish to include an attachment, such as a file created in Microsoft Office, click on the “Add Attachments” button and select the file desired for opening. Students wishing to learn more about this process should familiarize themselves with the Assignment tool tutorial on this concept.

Optionally, you can click on the “Preview” “Cancel” or “Save as Draft” buttons at the bottom of the screen.

Click on the “Send” button to complete the process.

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To verify that your e-mail message has been sent, click on the “Sent Mail” link in the Folders area. A listing of your sent messages will be listed.

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To *read* an e-mail, click on the appropriate link on the “Mail:Inbox” listing. In this example, the Welcome to Class message from Aimee Colmery has been selected.

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The text of the selected message will display for your review. After reading the message, you can choose Reply, Reply to All, Forward, Print or Delete.

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This display will result when the “Reply” button is chosen. Note that you will type in your response *above* the initial text of the message. Click on the “Send” button to complete the process.

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Select the Forward, Print or Delete buttons to perform similar tasks.

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Return to the Home Page by clicking on the Content Page button on the Course Tool menu.