

Messages

Overview

The Messages feature gives each Course a private and secure system for communication that functions similar to email. Keep in mind that Messages cannot be sent or received outside of the users in the Course.

Messages are usually accessed through the Communications area of a Course. Although, as with most features, the Instructor can restrict access or change the layout of the Course Menu so that Messages are accessible directly.

Find this page

Follow these steps to open the Messages feature.

1. Click **Communication** from the Course Menu.
2. Click **Messages**.

Functions

The table below details the functions available on the Messages page.

To . . .	click . . .
open the Inbox to see delivered messages	Inbox . The Inbox folder opens with messages received.
view messages that you sent	Sent . The Sent folder opens with a list of messages sent.
add a new folder	Add Folder . Folders can be used to organize messages. Note that the System Administrator may turn off the ability to add folders.
change the name of a personal folder	Modify next to a personal folder. It is not possible to modify the Inbox folder or Sent folder.
delete personal folders	the check box next to each folder that will be deleted. Then click Remove Folder in the action bar. The folders, and any messages in the folders, are deleted.

Message Folder

Overview

Folders store messages and provide access to functions for creating and organizing messages. Even the Inbox folder and Sent folder include these functions.

Find this page

Follow these steps to open a folder, including the Inbox folder or Sent folder.

1. Click **Communication** from the Course Menu.
2. Click **Messages**.
3. Click a folder.

Functions

The table below details the functions on the Messages page.

To . . .	click . . .
Read a message	the link that appears in the subject column for the message. The View Message page appears.
Draft and send a new message	New Message in the Action Bar.
Delete messages	The checkbox for each message to delete. Click Remove in the Action Bar to delete the messages.
Sort messages	The carat above each column to sort by that column.
Mark messages as unread	The checkbox for each message to mark as unread. Click Mark Unread to change the selected messages to unread. Unread messages appear with a closed envelope icon.
Mark messages as read	The checkbox for each message to mark as read. Click Mark Read to change the selected messages to read. Read messages appear with an open envelope icon.

View Message

Overview

When reading a message there are several options on the View Message page. The options for responding to a message are functions common to email programs (Reply, Reply All, and Forward).

Find this page

Follow these steps to open a message.

1. Click **Communication** in the Course Menu.
2. Click **Messages**.
3. Select a folder.
4. Click the link in the subject column for a message.

Functions

The table below details the functions available on the View Message page.

To . . .	click . . .
View an attachment	a link in the Attachment field. Links only appears if there are files attached to the message.
Reply to the sender	Reply on the Action Bar. A Compose Message page appears with the sender of the message already populated in the To: field. Note that other users may be added to the message. The text of the message is already populated with the text of the original message. Additional text may be added.
Reply to the sender and all other recipients	Reply All on the Action Bar. A Compose Message page appears with the sender and all other recipients of the message already populated in the To: field. Note that other users may be added to the message. The text of the message is already populated with the text of the original message. Additional text may be added.
Send a copy of the message to someone else	Forward on the Action Bar. A Compose Message appears with the text of the message in the Body field.
Move the message to a personal folder	Move on the Action Bar. The Move Messages page appears.
Delete a message	Remove on the Action Bar. The message is deleted.
Print a message	Print on the Action Bar. The message is printed using the Web browser's print settings.

Compose Message

Overview

Sending a message is the same process if generating a new message or replying to a message. The only difference is, when replying to a message, some of the fields are already populated. For example, when replying to a message, the subject of the message is populated as re: original message. Even though the **Subject** field is already filled out, it can still be changed.

Find this page

Follow these steps to open the Compose Message page.

1. Click **Communication** from the Course Menu.
2. Click **Messages**.
3. Click **New Message**.

Fields

The table below details the fields on the Compose Message page.

Field	Description
Recipients	
To	Use the multi-select tool to choose recipients for the email.
Cc	Use this function to send the message to those users that may be interested in the message but are not the primary recipients.
Bcc	Use this function to send a copy of the message to those users that may be interested in the message but are not the primary recipients. When using Bcc, other recipients do not know that the users listed in the Bcc field are receiving the message.
Compose Message	
Subject	Enter a short title for the message.
Body	Enter the text of the message. The standard options for editing text in the Blackboard Academic Suite are available when entering text.
Attachment	
Upload Attachment/ Include Attachment	Click Choose File to select a file to attach to the e-mail message. If the message is a reply or a forward, you have the option of including the original attachment. The ability to upload and include file attachments may be toggled on and off by the System Administrator.

Move Messages

Overview

Messages can be moved from any folder to a personal folder. Using personal folders is a good way to organize messages so they are easy to find later. Use the Move Messages function to move messages from one folder to another. Note that messages cannot be moved to the Sent folder or the Inbox folder.

Find this page

Follow these steps to open the Move Message page.

1. Click **Communication** from the Course Menu.
2. Click **Messages**.
3. Click a folder to view the messages in that folder.
4. Select a message or messages and click **Move** in the Action Bar.

Fields

The table below describes the fields on the Move Message page.

Field	Description
Messages to Move	
This section displays a list of the messages that are moved to the destination folder.	
Select a Folder	
Select a Personal destination folder	Select a personal folder from the drop-down list. This is the folder where the messages are stored. Click Submit . The messages are removed from the old folder after they have been moved to the new folder.

Add Folder

Overview

Personal folders can be created to help organize messages. Personal folders are only for storing messages, messages received always appear in the Inbox folder first and messages sent always appear in the Sent folder first. Once a message appears, it can be moved into a personal folder.

Find this page

Follow these steps to open the Add Folder page.

1. Click **Communication** from the Course Menu.
2. Click **Messages**.
3. Click **Add Folder** from the Action Bar.

Fields

Enter the name of the new personal folder in the **Name** field and click **Submit** to create the folder.