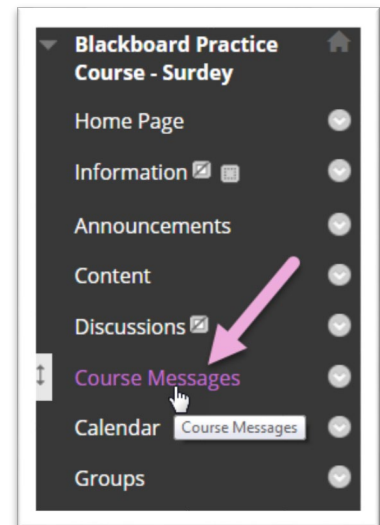


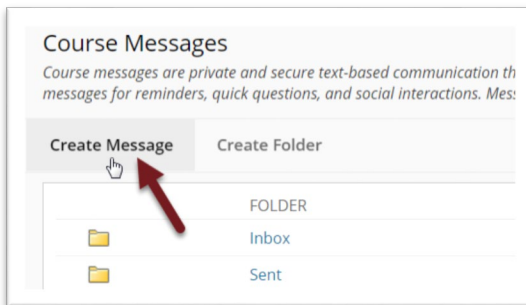
Course messages are private and secure text-based communication that occurs within your Blackboard course. Although similar to email, you must be logged in to a course to read and send course messages. Using the course messages tool instead of the external email tool can also be more reliable and ensures that all communication regarding the course stays within the course for retrieval later on if need be.

*Please Note: The Course Messages tool within Blackboard does not communicate with external email. It is not possible to receive, or forward email between Blackboard Course Messages and SUNY Broome Google Mail.*

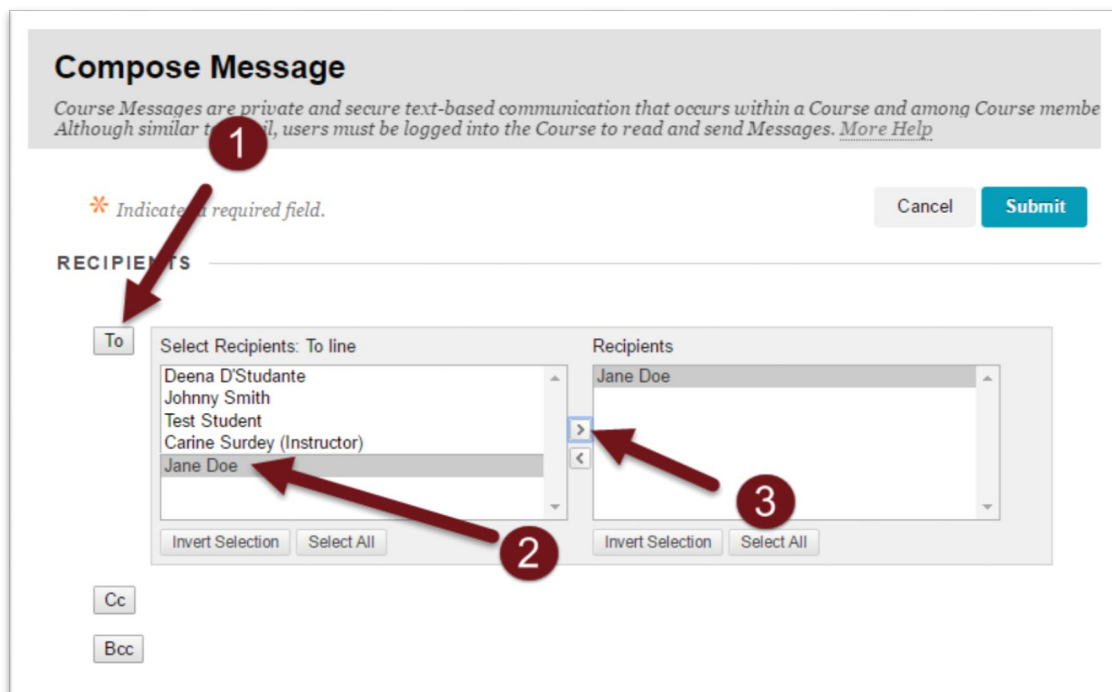


## CREATING AND SENDING A COURSE MESSAGE

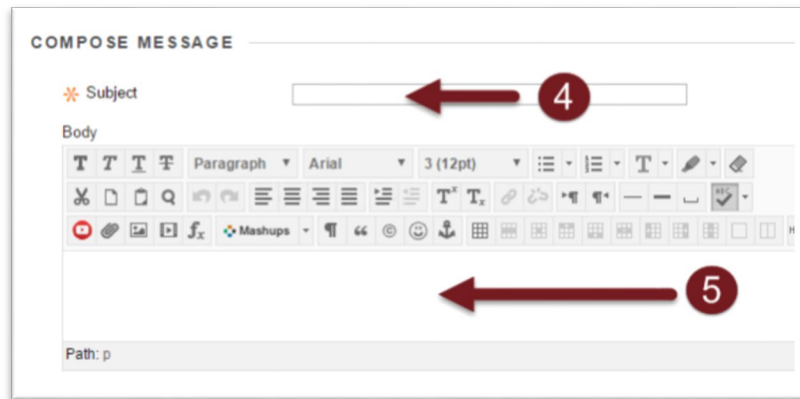
1. Click on the “**Course Messages**” link on the Course Menu.
2. Click on the “**Create Message**” button on the action bar.



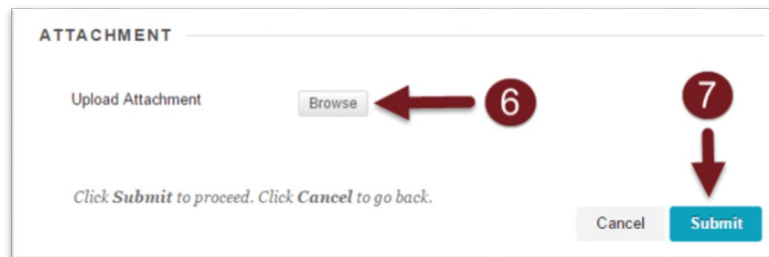
3. In the “**Recipients**” area of the window, click the “**To**” button to bring up a list of course members (1).



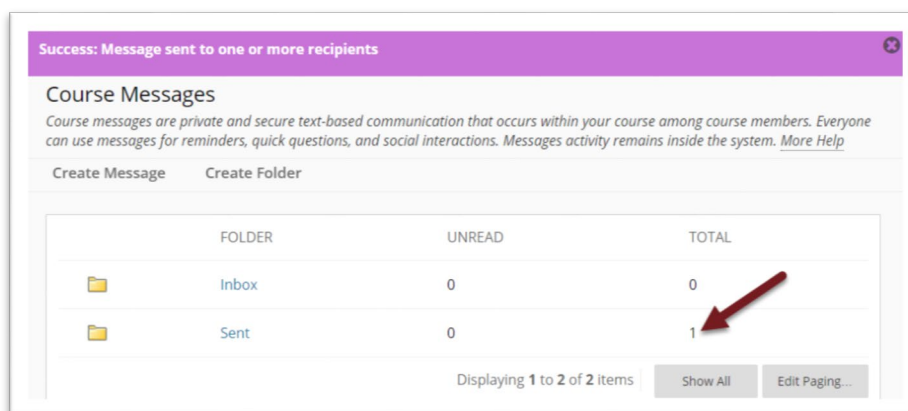
- In the **Select Recipients: To line** box, select the recipients (2) and click the **right-pointing arrow** to move them to the Recipients box (3). Repeat the process with those you would like to copy or blind copy.
- Scroll to the **“Compose Message”** area of the window and type the **Subject (4)** and **Body (5)** in the fields indicated.



- Browse** to upload an attachment if desired (6) and click **Submit (7)**



The message has now been Sent to the recipient(s) and will show in the **“Sent”** folder of the Course Messages area.



## Online@SUNYBroome

Please visit the Online@SUNYBroome website ([www.sunybroome.edu/online](http://www.sunybroome.edu/online)) for additional information pertaining to distance education. The site contains information for Students, Faculty and



Chairs. A repository of informational/instructional documentation is included on the site as well as a listing of training opportunities and frequently asked questions.