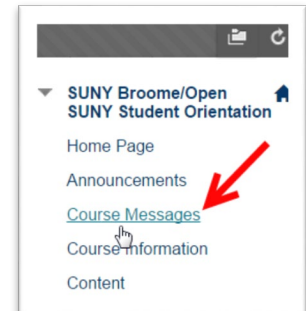


Blackboard Course Messages are private communication that occurs within a course among course members. Users must be logged into the course to read and send Course Messages. They are not connected to any form of external email. Because of this, it is important to log in to your course frequently and check the Course Messages area each time you do. All messages sent and received in the Course Messages area are saved within your Blackboard course.

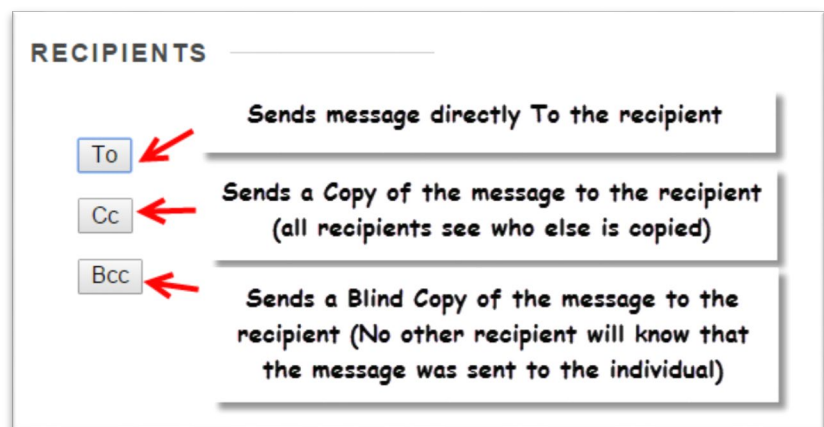


CREATING AND SENDING A COURSE MESSAGE

1. Open the **Course Messages** tool by clicking on its link in the Course Menu.
2. Click the **“Create Message”** button in the Action Bar of the Course Messages Window.



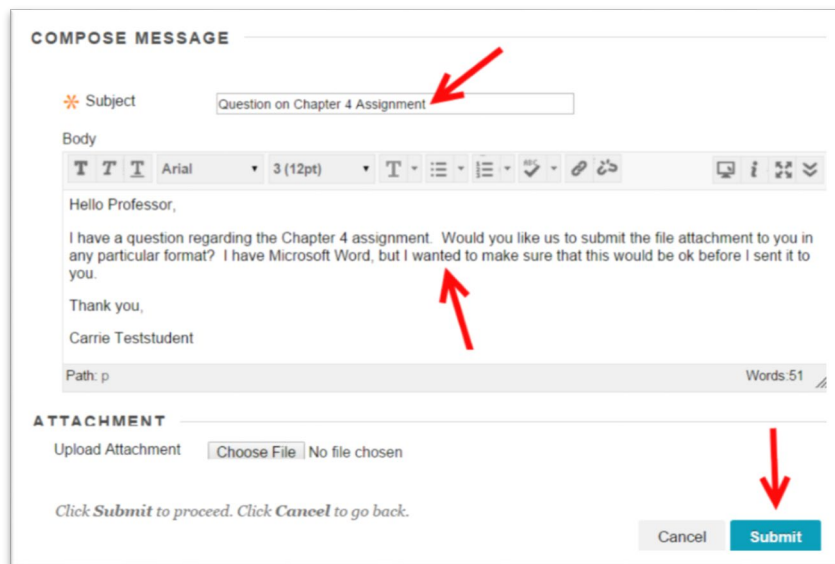
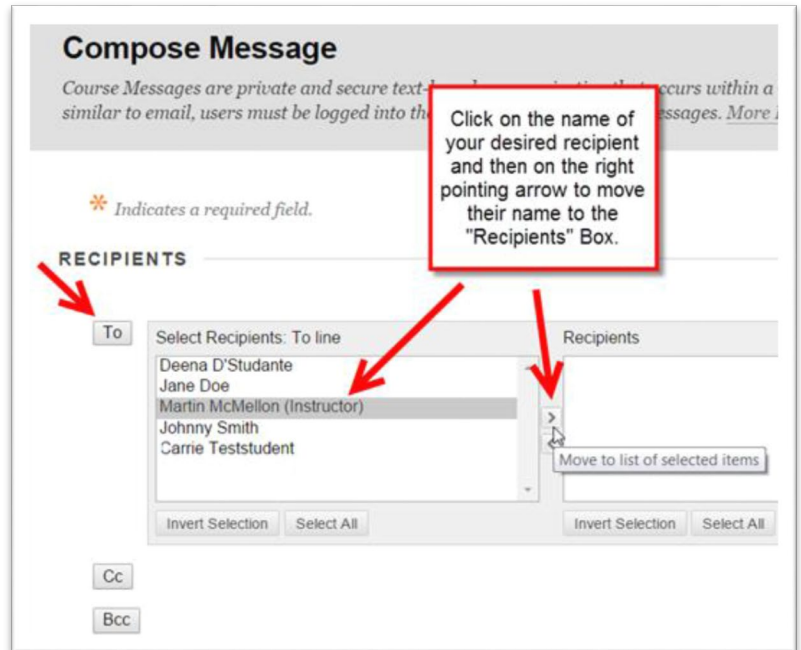
3. The **“Recipients”** area of the **“Compose Message”** window will allow you to send a message directly **TO** a course member (or members), **CC** (copy) member(s) or **Bcc** (Blind Copy) member(s).



- Click the **"To"** button to bring up the **"Recipients"** list. This area will contain the names of everyone who is currently a member of the course. Note that messages cannot be sent to individuals who are not enrolled as a course member. In addition, messages cannot be sent using email addresses or other external accounts.

Your instructor will be indicated in the listing

To choose a recipient, **click on their name to highlight it and click the ">" button** found to the right of the Select Recipients list. You will see your selected names move into the Recipients list on the right.



- Type your message **Subject**, your message **Body**, and attach any files (if necessary). When you are finished and ready to send, click the **Submit** button at the bottom of the window (you may need to scroll down.)

Your Course Message has now been sent!

ONLINE@SUNYBROOME

Please visit the Student Resources area of the Online@SUNYBroome website for additional information pertaining to online, blended, and web-supplemented courses that use the Blackboard Learning Management System at SUNY Broome. (<http://www3.sunybroome.edu/online/students/>)

