

Messages are emails that are internal to Blackboard. In order to send, read, and reply to these messages, you have to log into Blackboard and navigate to the Messages tool. To send a message, click Messages. Click New Message. Click the To: button. Highlight the name of the person you want to send the message to, and click the forward arrow to move that person into the Recipients box. Type in a Subject. Then type your message into the text box under Body. When you are finished, click the Submit button at the bottom. A copy of your message will be placed in your Sent folder.