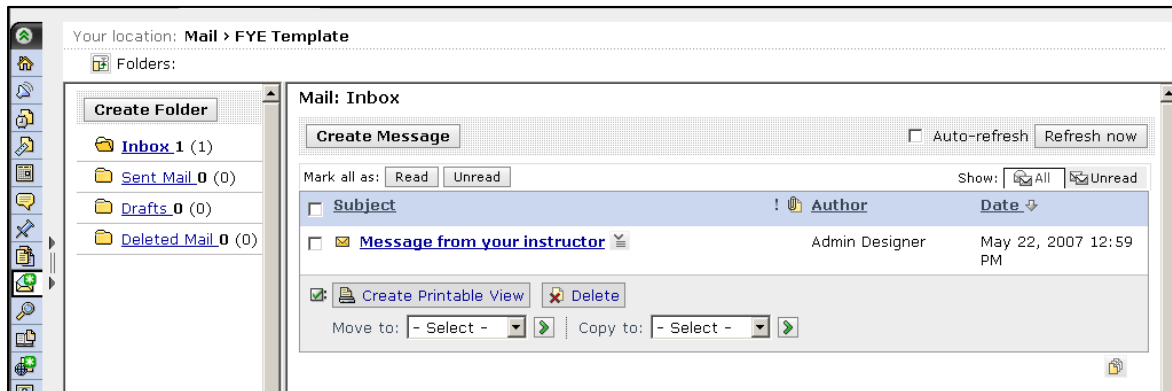


Using the Mail tool in Blackboard

Reading Messages

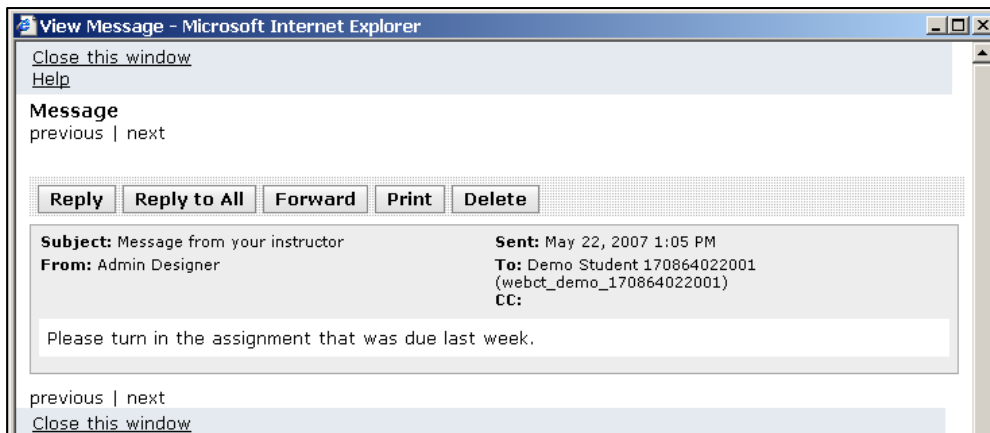
1. Click the **Mail** link in the Course Menu on the left side of the course homepage.
2. Click the mail folder containing the message you want to read. The *Inbox* folder will be open by default.



3. From the messages screen, under **Subject**, click the subject line of the message you want to read. The *Message* screen appears.
4. If the message has attached files and you want to save them:
 - a. Click **View Attachments**. The *Select Attachments to Save* pop-up window appears.
 - b. Next to each attachment you want to save, select the check box. To save all attachments, next to **File name**, select the check box.
 - c. Click **Save to Folder**. The *Content Browser* pop-up window appears.
 - d. Navigate to the location you want to store the attachments and click **OK**. The *Content Browser* pop-up window closes and the attachment is saved.
5. When you are finished reading the message, click **Close this window**. The messages screen appears.

Replying to Messages

1. From the messages screen, click the message that you want to reply to. The *Message* pop-up window appears.



2. Specify the recipients:
 - a. To reply to the sender, click **Reply**.
 - b. To reply to the sender and all recipients of the message, click **Reply to All**.
3. If you want to send the message to additional recipients, browse for recipients:
 - a. Click **Browse for Recipients**. The *Select Message Recipients* pop-up window appears.
 - b. Select the recipients and click **Save**.

4. Type in your reply.
5. If you want to attach files to your message:
 - a. Click **Add Attachments**. The *File Browser* pop-up window appears.
 - b. Do one of the following:
 - If the files you want to attach are on your computer:
 - i. Click the **My Computer** icon. Your computer's file browser or the *Upload Files from Your Computer* screen appears.
 - ii. Locate and select the files. The files are attached.
 - If the files you want to attach are in Blackboard, locate and select the files. The files are attached. If you want to remove an attached file, next to the file, click its Remove Attachment icon.
6. Click **Send**. The message is sent.

Sending Messages

1. From the messages screen, click **Create Message**. The *Create Message* pop-up window appears.

The screenshot shows a web browser window titled "Create Message - Microsoft Internet Explorer". The main content area is a form titled "Create Message" with a "Help" link in the top right. The form includes the following elements:

- A "Browse for Recipients..." button above the "To:" field.
- Input fields for "To:", "CC:", and "BCC:".
- A "Subject:" field with an asterisk indicating it is required.
- A large text area for the message content, with a "High priority" checkbox and an "Enable HTML Creator" button to its right.
- Below the text area, there are checkboxes for "Use HTML" and "Insert equation" with a dropdown menu set to "New" and a right-pointing arrow.
- An "Attachments: Add Attachments" section.
- A row of buttons at the bottom: "Send", "Preview", "Cancel", and "Save as Draft".
- A red asterisk at the bottom left indicates a required field.

2. Specify recipients for your message by browsing for recipients:
 - a. Click **Browse for Recipients**. The *Select Message Recipients* pop-up window appears.
 - b. Select the recipients and click **Save**.
3. In the *Subject* text box, enter a subject heading.
4. Type the content of the message. (If the content is very long, you may want to type it into a document outside of Blackboard and then copy (Ctrl + C) and paste (Ctrl + V) the message into the mail message box.)
5. If you want to attach files to your message:
 - a. Click **Add Attachments**. The *File Browser* pop-up window appears.
 - b. Do one of the following:
 - If the files you want to attach are on your computer:
 - i. Click the **My Computer** icon. Your computer's file browser or the *Upload Files from Your Computer* screen appears.
 - ii. Locate and select the files. The files are attached.
 - If the files you want to attach are in Blackboard, locate and select the files. The files are attached.
6. Click **Send**. The message is sent.