



## **Blackboard Messages – *NEW Feature!***

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### **What is Blackboard Messages?**

Blackboard Messages is a *NEW* course communication tool that functions like an email account only no email addresses are needed! The tool lives *INSIDE* each of your courses so messages may not be sent or received outside of the course. Messages are course specific, so all messages related to a particular course are kept in one place.

### **Why should I use Blackboard Messages?**

- ✓ Blackboard Messages is a good alternative to the dreaded digital drop box
- ✓ Users (students and instructors) have a designated Inbox
- ✓ Compose and send messages safely and securely
- ✓ Attach files to messages
- ✓ Reply to messages
- ✓ Organize messages by creating and moving messages to personal folders
- ✓ Keeps track of sent messages
- ✓ Messages are organized by course
- ✓ Solves mysteries like who is hotlady88@hotmail.com and which of my courses is she in???
- ✓ Gets around nasty spam filter issues

### **One Important Thing to Remember!**

Users must **GO to their Messages Inbox** to check for new messages. There is **NO NOTIFICATION** that you have new messages!!!

### **Quick Tip – Create a Messages Button!**

If you decide to use the Messages feature, you might consider creating a tool link to display Messages in your course button list:

**Control Panel / Manage Course Menu / Tool Link / Choose the Type (Messages) from the drop down menu / Type Messages in the Name: box / Click Submit**

**Note:** Messages may be enabled or disabled by going to: **Control Panel / Manage Tools**

## Messages Overview

BB7 RESOURCES > COMMUNICATIONS > MESSAGES

**Messages Toolbar**

Messages

New Message Add Folder Remove Folder

Folder

Inbox } Default Folders

Sent }

Folder1 ← Personal Folders

Remove Folder is available after you create some personal

Modify

OK

## Default Folders: Inbox & Sent

BB7 RESOURCES > COMMUNICATIONS > MESSAGES > FOLDER: INBOX

**Folder: Inbox**

**Messages Toolbar**

New Message Mark Read Mark Unread Move Remove

Sender Subject

Susan Horton Fwd: Another test message Thursday, March 8, 2007 2:35 PM

Susan Horton Testing messages

Susan Horton Attachment

Susan Horton Another test message

Move is available after you create some personal folders

Modify

OK

**Sorting Options in Inbox, Sent & Personal Folders** (click on the arrow above the column heading)

- Attachments
- Read vs. Unread messages
- Sender
- Subject
- Date

## View Message

BB7 RESOURCES > COMMUNICATIONS > MESSAGES > FOLDER: INBOX > VIEW MESSAGE

**View Message**

New Message Reply Reply All Forward Move Remove Print

**From** Susan Horton  
**To** Susan Horton  
**Cc**  
**Sent** Thursday, March 8, 2007 2:32 PM  
**Subject** Attachment  
**Attachment** [test.doc](#)

test attachment

**File attached to message**

**Messages Toolbar**

**Move is available after you create some personal folders**

OK

## Move Messages

1. Select the message you want to move from you Inbox or Sent folders and click Move on the Messages toolbar.

BB7 RESOURCES > COMMUNICATIONS > MESSAGES > FOLDER: INBOX > MOVE MESSAGE

**Move Message**

**1 Messages to Move**

Susan Horton Another test message Thursday, March 8, 2007 2:30 PM

**2 Select a Personal Folder**

Select a Personal Folder Folder1  
Messages can only be moved to personal folders.

**3 Submit**

Click **Submit** to finish. Click **Cancel** to quit.

Cancel Submit

**Note:** Once messages have been moved to a personal folder, they can not be moved back to the Inbox. You may only move messages to a personal folder that you create.