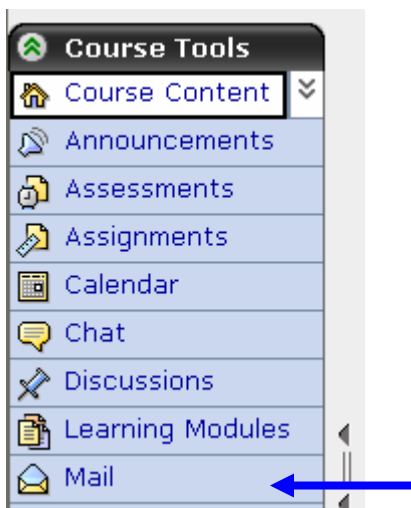




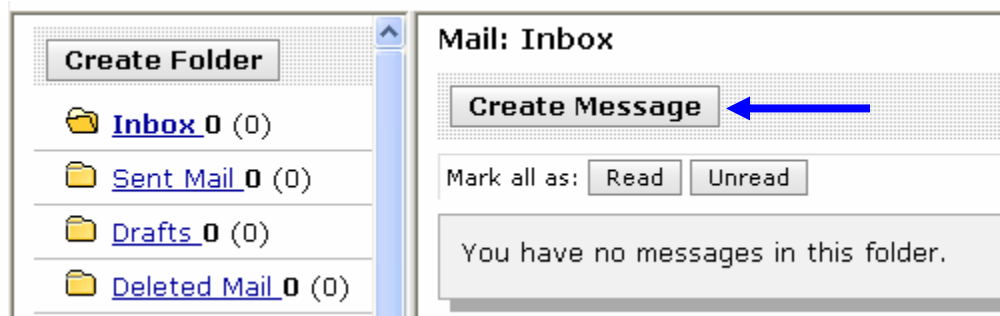
Using Email in Blackboard CE6

In this tutorial you will learn how to use the Blackboard Email system. Mail can be used to exchange messages with other Blackboard Learning System users, but it cannot be used to exchange messages over the Internet.

1) To send an email to a teacher or to a fellow student, click on **Mail** button to open the email system.



2) Click on the **Create Message** button



3) Your **Create Message** window will open. Click on the **Browse for Recipients** button

http://elearning.cnm.edu - Create Message - Microsoft Internet Explorer provided by CNM

Create Message

←

***To:**

CC:

BCC:

***Subject:**

***Message:**

High priority

4) You can now select your recipients. You have the option of sending your email to your instructor(s), a group or a particular student. Put a check mark in front of the recipient(s) that you would like to email.

http://elearning.cnm.edu - Select Message Recipients

Select Message Recipients

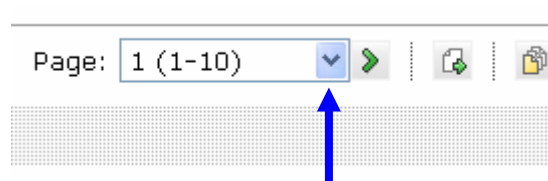
Select Roles

<input type="checkbox"/> To	<input type="checkbox"/> CC	<input type="checkbox"/> BCC	Role Description
<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	All Section Instructors
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	All Section Designers
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	All Teaching Assistants
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	All Students
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	All Auditors

Select Individuals and Groups


<input type="checkbox"/> To	<input type="checkbox"/> CC	<input type="checkbox"/> BCC	Name
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Big Bang Theory ()
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Famous Astronomers ()
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Planets Research ()
<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Rafael Martinez
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Demo Student

NOTE: Sometimes when you are browsing for recipients you can only see the first 10 individuals or groups on your list. To display all your recipients, scroll down to the lower-right corner of the *Select Message Recipient* window and click on the Page down arrow to see all the recipients that are available.



Choose the final option *ALL* and then click on the green arrow  to display them.



5) After selecting your message recipient(s) click on the Save button.  This will take you back to the Create Message window.

A screenshot of a web browser window titled "http://elearning.cnm.edu - Create Message - Microsoft Internet Explorer provided by Cl". The main content area is titled "Create Message" and contains several input fields and buttons. At the top is a "Browse for Recipients..." button. Below it are fields for "To:", "CC:", and "BCC:". The "To:" field contains "Rafael Martinez(martiner)" with a small person icon and a blue arrow pointing to it. The "Subject:" field contains "SUBJECT IS REQUIRED!" with a blue arrow pointing to it. The "Message:" field contains "MESSAGE IS REQUIRED!" with a blue arrow pointing to it. There are checkboxes for "High priority" and "Use HTML", and a button for "Enable HTML Creator". At the bottom are buttons for "Send", "Preview", "Cancel", and "Save as Draft". A red asterisk is visible at the bottom left of the page.

* Required field

Notice that the recipient has been added. Now fill in **Subject** line and enter the text for your message in the **Message** area.

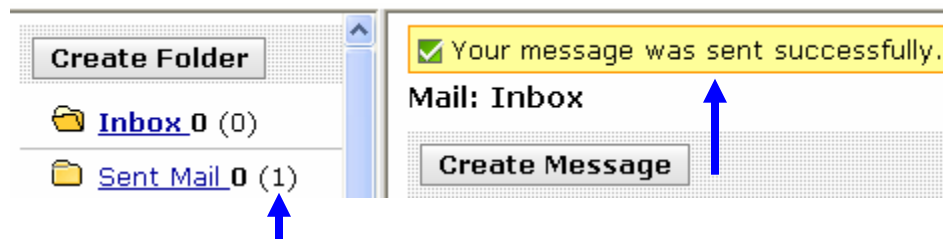
6) If you want to attach files to your message:

- Click **Add Attachments**. The **Content Browser** pop-up window appears.
- Locate and select the files you want to attach to your message.

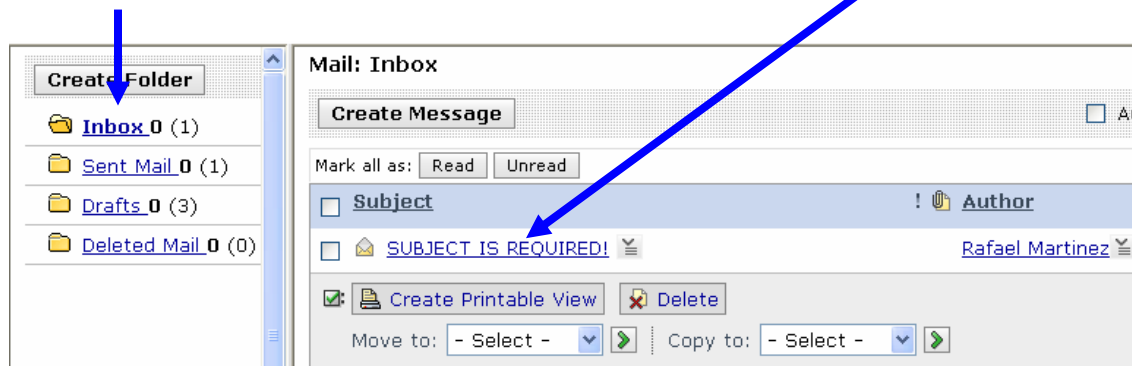
7) If you want to preview the message, click **Preview**.

8) When you are done typing your message, click on the **Send** button to send it.

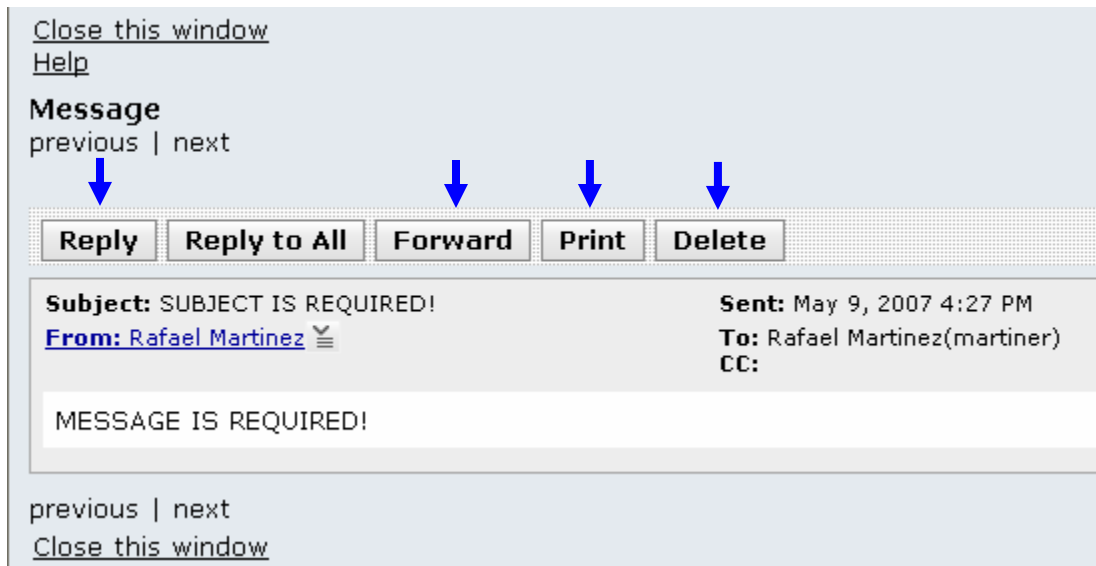
9) After you send your message, you will get a confirmation indicating that your message was sent. Your **Sent Mail** folder now has 1 sent message.



10) To read your mail, click on the Inbox folder then click on the messages you want to read.



11) The email will open. You will have the options of replying to the sender, forwarding the message, printing the message or deleting it.



Remember you can only email those users within the same Blackboard System.