









Messages

The **Messages** tool affords you a means within Blackboard of corresponding with students in each course while affording you the opportunity to keep a record of that correspondence. The Email feature in Blackboard keeps NO record of your correspondence.

- Click on the  **New Message** button to create a new message. A new **Compose Message** screen will open. Click on the  **To** button to select the recipient(s) of the message. Then compose your message as you would in most Email clients, and click  **Submit** to send the message.
- If you would like to organize your messages, click on  **Add Folder** to create individual folders for each student and your instructor in order to keep track of your correspondence. Individual messages can be moved into individual folders from one of two places. First, from either the **Folder:Inbox** or **Folder: Sent** screen, click on the box in front of a message, then use the  **Move** button. From the **View Message** screen, simply click on the  **Move** button. In either case, when the **Move Message** window opens, select the folder to which you wish to move the file. Note that the  **Move** icon will **NOT** be available as an option to you unless you have first created the additional individual student folders using the  **Folder** icon in the opening Messages screen.
- Click on the [Inbox](#) to view all new Messages received, and click on [Sent](#) to view all sent Messages.



Click on the linked Subject of the message to open it. Clicking on the arrow above each column allows you to sort the contents of that folder by that field.

When you have finished reading the message, from the **View Message** screen, you may Reply, Reply All, Forward, Move, Remove, or Print the message.

