Using the Course Mail/Messages Feature

1. To check the **Course Mail/Messages**, navigate to the **Course Mail** page in the appropriate Blackboard Course. You can find the Course listed under **My Institution** page under **My Courses**. Use the **Course Mail** link in the **Course Menu** on the left side of the screen.

![Course Menu with Course Mail highlighted](image.png)

2. Click on the **Inbox** link to read any new messages. The **new message** is a closed envelope, and the message that has been **read** is an open envelope.

3. Notice the **Status** of the message. Click on the **Subject of the message** to open and read the message.

![Inbox view with new message and status highlighted](image.png)

4. You have the option to **Reply**, **Forward**, **Delete**, or **Print** the **Message**. It is recommended that you **do not Delete** the **Message** as you will not be able to review them in the future.

5. To **Send a Message**, you will need to navigate to the **Course Mail** page and choose the **Create Message** option.

![Create Message button highlighted](image.png)
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6. **Choose** the **Recipients** by clicking on the appropriate name under the **Select Recipients: To line** List.
   a. You must use the **arrow buttons** to move the **Selected Recipients** to the **Recipients** list.

7. **Compose Message** by typing a **Subject** and **Message**.

8. In section 3, you will see **Attachment**, click on **Browse** button to **Upload Attachment**. You can upload more than one attachment. If you do not have an **Attachment**, continue to step 9.

9. Click **Submit** to send the message.
10. Additional Information on using Course Mail/Messages.
   a. Course Mail/Messages are contained within each course. You will need to be in
      the appropriate course to send or read Course Mail/Messages.
   b. You cannot send or receive Course Mail/Messages from anyone not enrolled in
      that particular course.
   c. There are notifications that you have Course Mail/Messages on the My
      Institution page under the My Course Mail module. You must check often for
      new messages. Additionally, if you are trying to contact your Instructor or
      another Student and do not receive a timely response, they may not be checking
      their Course Mail/Messages. Use the Send E-mail feature for time-sensitive
      correspondence.