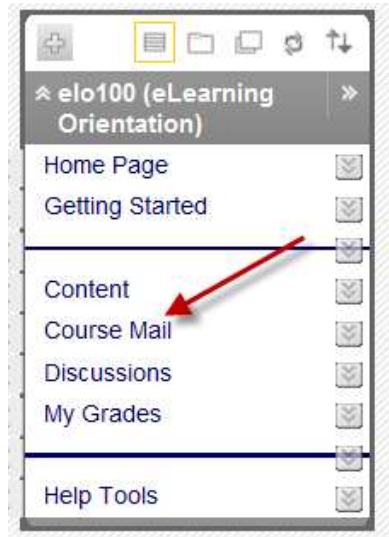




## Using the Course Mail/Messages Feature

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.



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.



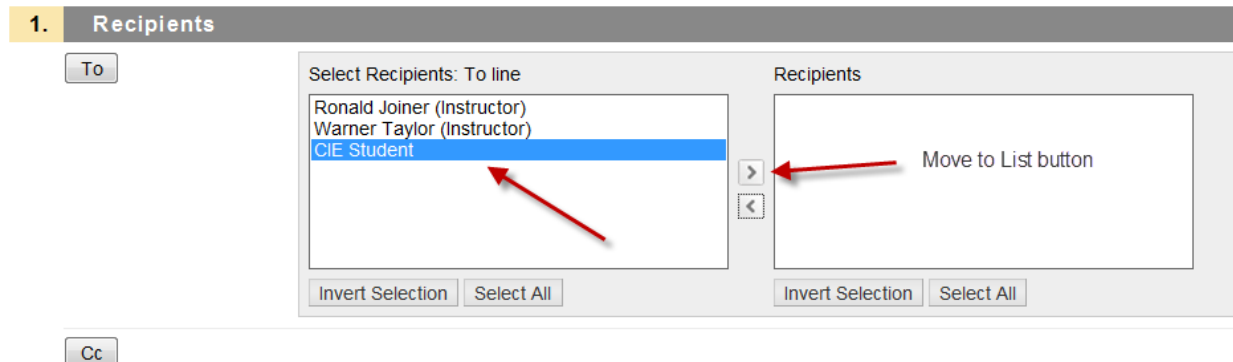
4. You have the option to **Reply, Forward, Delete, or Print the Message**. It is recommended that you **do not Delete the Message** as you will not be able to review them in the future.
5. To **Send a Message**, you will need to navigate to the **Course Mail** page and choose the **Create Message** option.

**Create Message**

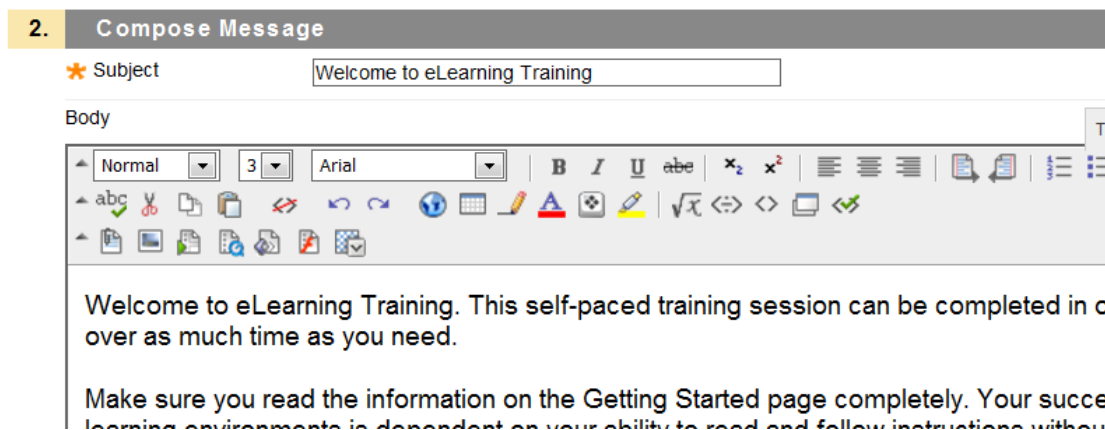


## Using the Course Mail/Messages Feature

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.



## Using the Course Mail/Messages Feature

---

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.

