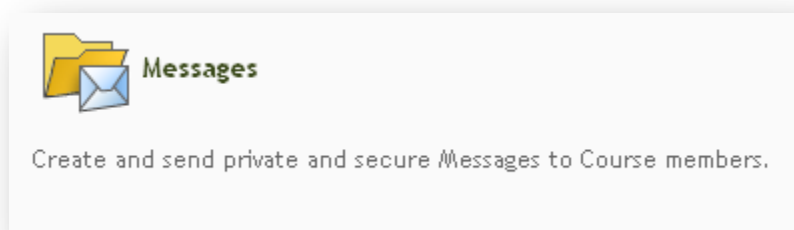


The Messages feature is a private and secure course-specific text-based communication. While the feature functions similarly to email, course members must be logged into the course to read and send Messages.

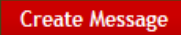



Where do I find Messages?

The **Messages** link is located in the **Tools** section of the **Course Menu**.



How do I use Messages?

To create a message:

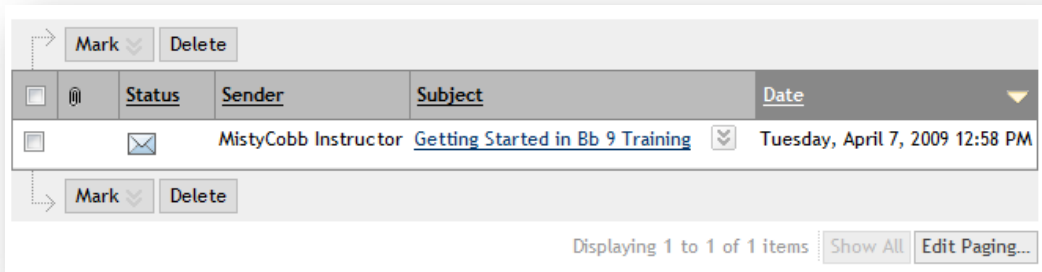
1. Click the **Create Message**  button.
2. Click the **To**, **Cc**, and/or **Bcc** buttons.
3. Select a recipient from the **Select Recipients** box and click the **Move to selected items**  button.
*Note: To select multiple recipients, click each recipient while pressing the **Ctrl** key then click the **Move to selected items**  button to add the recipients to the **Selected** list.*
4. Enter a subject in the **Subject** box.
5. Enter the message text in the **Body** box.
Note: Add formatted text, links, and tables directly in the Visual Text Box Editor as desired.
6. *Optional:* To add an attachment, click **Browse**. Locate and select the file and click the **Open** button.
7. Click the **Submit**  button.

To create a folder:

1. Click the **Create Folder**  button.
2. Enter the folder name in the **Name** box.
3. Click the **Submit**  button.

To read a message:

1. Click on the **Inbox** link. All messages will be listed in the **Inbox** folder.
Note: Click on the column headings (Status, Sender, Subject, Date) to sort the messages on the selected column in ascending/descending order.



2. Click on the subject link of the message to be read -or- click the **Action Link** button and select **Open**.
3. **Reply, Forward, Delete, or Print** message as desired.

What else I should know about Messages?

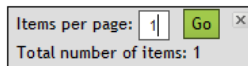
To mark messages read or unread:



Click the **Mark** **Action Link** and select **Mark Read** or **Mark Unread**.

To change the number of message items shown on one page:

Click the **Edit Paging...** button. Type a number in the **Items per page** and click the **Go**



button.

What if I need additional help?

If additional help is required after using this **Feature in Focus**, and after contacting the instructor of the course, please use the **Help** link in the top banner area of Blackboard.