


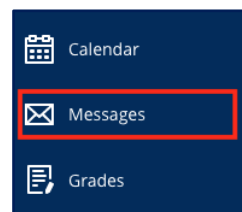
# Reading and Sending Messages

Course Messages is a communication tool inside Blackboard that allows instructors and students to interact through an internal message system unique to each course.


You have two options for accessing the Course Messages tool.

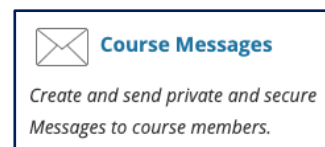
1. From the base navigation menu, click **Messages**.

- Here you will see a list of your courses.
- The number of messages in each will appear at the bottom of the course information box.
- Click anywhere on the course information box to open up that course's messages tool and view your inbox and sent folders.
  - Click **Inbox** to see messages sent to you.
  - Click **Sent** to view messages you sent to others in the course.
- To create and send a message to someone in a specific course, select the  on the right side of the course information box.



2. From inside your course, click **Tools** in the menu and then select **Course Messages**.

- *Note: If you do not see Course Messages, it is because your instructor prefers another contact method. Check your syllabus to find out their preferred method.*
- Within the Course Messages tool, click on **Inbox** to view messages sent to you or click on **Sent** to see messages you sent to others in the course.
- To create and send a message to someone in the current course, click the  button.



No matter which option you choose to access Course Messages, once you proceed to reading or creating messages, the steps are the same.

## Reading Messages

Once you enter the Course Messages tool, you will see your inbox and sent folders.



Click **Inbox** to read your messages. If you have unread messages, a tally will display below the Unread heading across from your Inbox link. There is also a Total inbox messages tally.

You can view and verify your sent messages by clicking on **Sent**. Tallies display for Unread and Total sent messages as well.

## Course Messages

Course messages are private and secure text-based communication that occurs within your course among course members. Everyone can use messages for reminders, quick questions, and social interactions. Messages activity remains inside the system. [More Help](#)


[Create Message](#)
[Create Folder](#)

	FOLDER	UNREAD	TOTAL
	<a href="#">Inbox</a>	1	1
	<a href="#">Sent</a>	0	0

Displaying 1 to 2 of 2 items
 [Show All](#)
[Edit Paging...](#)

From your inbox, click the subject line of the message you want to read.

[Mark](#)
[Delete](#)


	STATUS	SENDER	SUBJECT	DATE
<input type="checkbox"/>		Leslie Knope	<a href="#">Hey!</a>	Friday, October 16, 2020 1:00 PM

Once a message has been opened, you will have the option to Reply (to Sender or All), Forward, Delete, or Print the message.

[Reply](#)
[Forward](#)
[Delete](#)
[Print](#)

To return to your inbox after reading the message, click the OK button at the bottom.

## Sending Messages

After you have clicked the  (from base navigation) or the [Create Message](#) button (from the Course Messages tool within a course), you will be able to compose a message to anyone enrolled in the course, including your instructor.

Click the **To** button to choose your recipient for the message. The only recipients available are those who are in the course. It is not possible to send a message to anyone outside of the course.

**RECIPIENTS**

[To](#)
[Cc](#)
[Bcc](#)

To select your recipient, click on their name in the left column to highlight it. Next, click the > arrow to move them into the Recipients list on the right side.

