Learning Blackboard 9.1
Getting Started
Learning Blackboard 9: Email and Messages

Note to Student: The Email tool is linked to your MyLIU account. Messages reside in a different tool and can only be read and sent within Blackboard. In other words, if you want to send someone a message to their MyLIU account you should use the “Send Email” link.

Using email is much more effective than using messages because using messages assumes that you and your fellow students check the Messages section of Blackboard.

Sending Email

1. Enter your course and click the Tools menu.

2. Click Send Email

3. Select the desired recipients.

All Users is the best option to send an email to the entire class.

Individual recipients can be chosen by selecting Select Users.
4. The next screen will depend on the option chosen. If you choose to send a message to one person proceed to step 5.

4.a. If Select Users had been selected in step 3, select the recipients in the “Available to Select box”

4.b. Once the desired recipients have been selected, click on the Right Arrow button located between the two white boxes, to add the selected recipients to the Select Items box. Enter a description subject in the Subject field.

4.c. Enter a brief description in the Subject field.

4.d. Enter a message in the Message box.

5. If an attachment is desired, click the Attach File button.

6. When finished, click Submit.

7. You will then receive a confirmation box.
Send Messages

1. Enter your course and click the **Tools** menu.
2. Click **Messages**.
3. Click **Create Message**.

4.a. Select the recipients in the Items to Select box (multiple users can be selected by clicking, holding the mouse button, and dragging.)

4.b. Provide a **Subject**.

4.c. Add your message to the **Body** Field.

4.d. Click **Submit**.

5. You will then receive a confirmation box.

Note: This message will be sent to the recipient’s "Messages" inbox. This email will not be sent to the **MYLIU** Account.