

# Learning Blackboard 9.1

## Getting Started

Blackboard  
learn<sup>+</sup>



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## 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**.

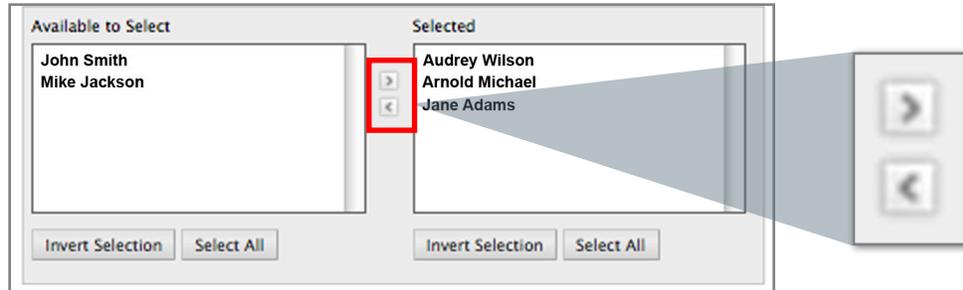
» **Select Users**

Select which users will receive the email.

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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”

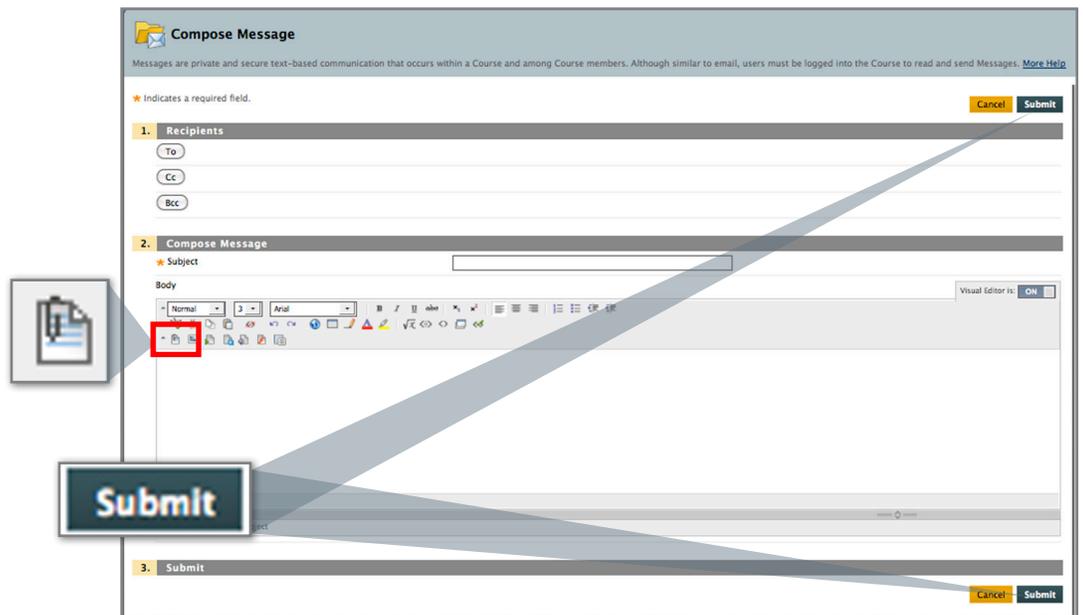


4.b. Once the desired recipients have been selected, click on the Right Arrow button located between the two white boxes, to add the selected recipients to the Select Items box. Enter a description subject in the Subject field.

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.



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## Sending Messages

1. Enter your course and click the **Tools** menu.

2. Click **Messages**.



3. Click **Create Message**.

**Create Message**

Messages are private and secure text-based communication that occurs within a Course and among Course members. Although similar to email, users must be logged into the Course to read and send Messages. [More Help](#)

**Create Message**

	Folder	Unread	Total
	<a href="#">Inbox</a>	1	1
	<a href="#">Sent</a>	0	3

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

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**.

**Compose Message**

Messages are private and secure text-based communication that occurs within a Course and among Course members. Although similar to email, users must be logged into the Course to read and send Messages. [More Help](#)

★ Indicates a required field. [Cancel](#) [Submit](#)

1. **Recipients**

To:

Select Recipients: To line

Audrey Wilson  
Arnold Michael  
Jane Adams

Recipients

John Smith  
Mike Jackson

2. **Compose Message**

★ Subject

Body

Visual Editor is:

3. **Submit** [Cancel](#) [Submit](#)

5. You will then receive a confirmation box.

**Success: Message sent to one or more recipients**

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

