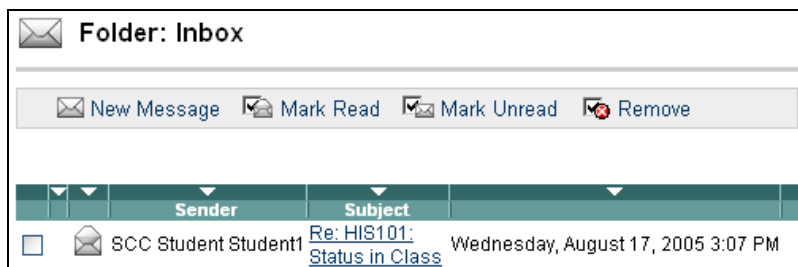





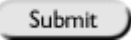
# Student Blackboard Guide

## Using Internal Messaging



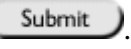
Blackboard has an internal messaging feature that your instructor may choose to use as an alternative to standard email. The tool is similar to email, yet it only works within that specific course.



### Sending Messages

- Step 1:** From the course menu, click **Communication>>Messages**.
- Step 2:** Click  .
- Step 3:** Click **To** in order to select the instructor (or student) name.
- Step 4:** Determine any carbon copy (CC) or blind carbon copy (BCC) recipients.
- Step 5:** Enter the **Subject** and **Body** of the message.
- Step 6:** Click  .
- Step 7:** Click **Sent** folder to confirm the message was sent.

### Receiving and Replying to Messages

- Step 1:** Click **Inbox** folder.
- Step 2:** Click the *Subject* line of the message to view.
- Step 3:** Click  and insert your reply.  
 For contextual reasons, leave the original message from the sender in the Body.
- Step 4:** Click  .
- Step 5:** Click **Sent** folder to confirm the message was sent.