

## Sending Email to Course Participants

On the **Communication** page, click on **Messages**. This will take you to a page showing your Inbox and Sent folders. Click on **New Message**.

The screenshot shows the Blackboard interface for the 'Messages' section. At the top, the breadcrumb trail reads: JOHNJ HKEIER TEST (JOHNJ HKEIER TEST) > COMMUNICATIONS > MESSAGES. Below this is a 'Messages' header with an envelope icon. A 'New Message' button is highlighted with an orange box. Underneath is a table showing folder statistics:

Folder	Unread	Total
Inbox	0	0
Sent	0	0

An 'OK' button is located at the bottom right of the screenshot.

On the next page, select your message recipients by clicking on the "To:" button and highlighting participant names. You may Cc or Bcc other participants enrolled in the course.

Compose your message using the Subject Line (required) and Body text box. Attachments may not be sent using Blackboard's message center.

When you are finished composing your message, press **Submit**.