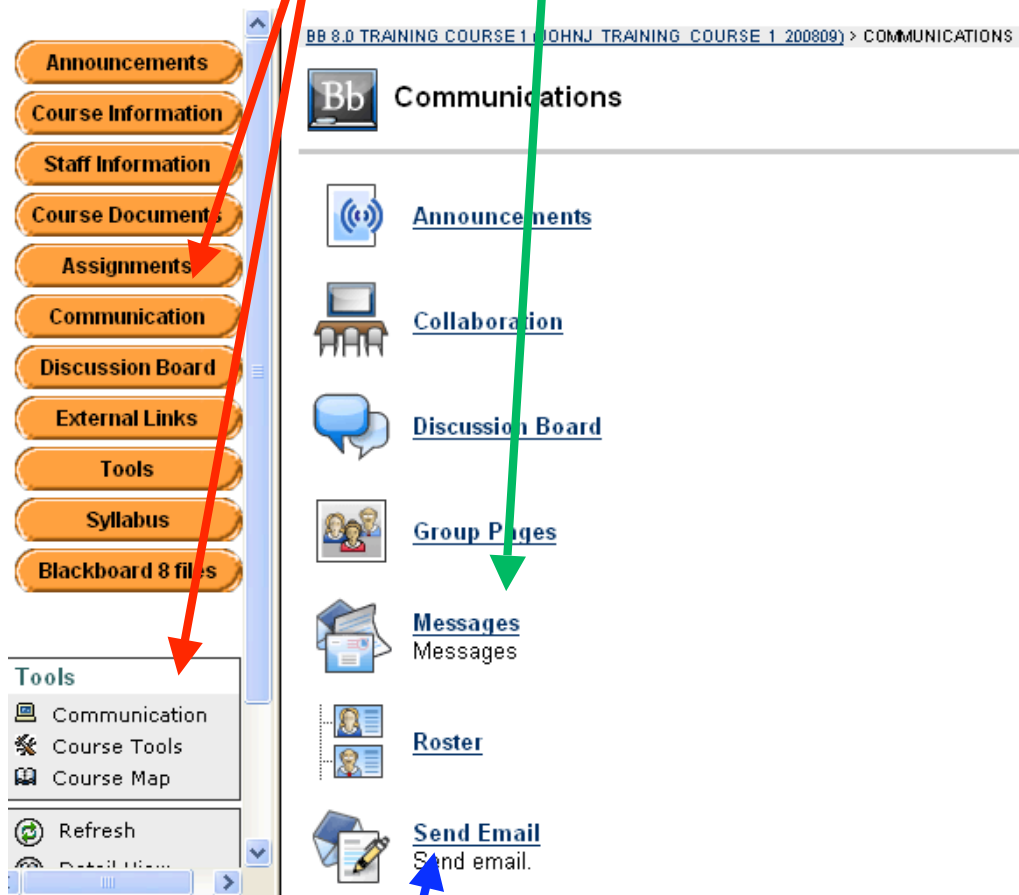


Blackboard 8.0 Sending Emails & Messages

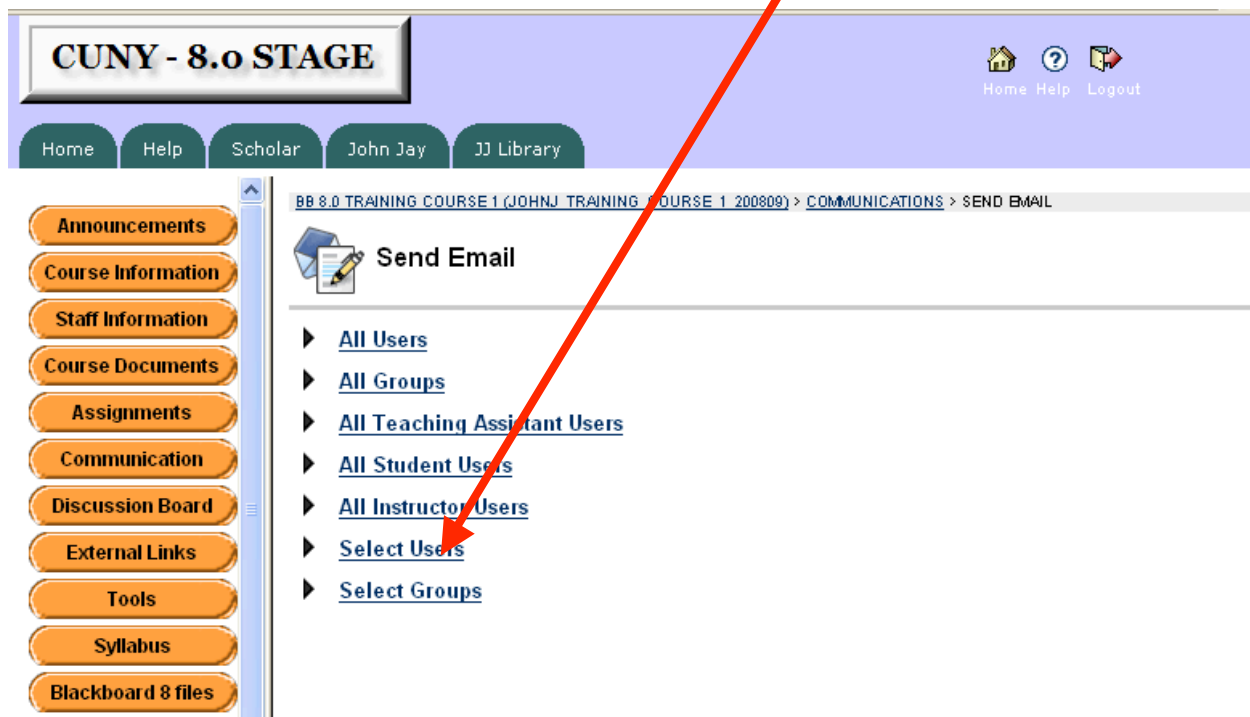
You can go to “Communication” then “Messages” to send a message to anyone in your class, including the professor.



You can also click on “Send Email” to send email messages. Although similar to “Messages,” the “Send Email” button allows you to send messages to multiple people at once.

Blackboard 8.0 Sending Emails & Messages

In the “Send Email” option you can click on “Select Users” and go to the same page as if you clicked “Messages” in the “Communication” option on the sidebar.

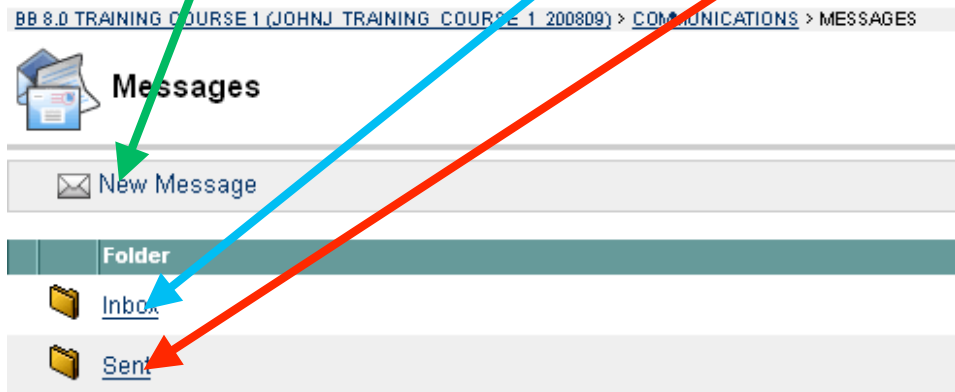


The screenshot displays the Blackboard 8.0 interface. At the top left, a box contains the text "CUNY - 8.0 STAGE". To the right of this box are icons for Home, Help, and Logout. Below these are navigation tabs for Home, Help, Scholar, John Jay, and JJ Library. On the left side, there is a vertical sidebar with buttons for Announcements, Course Information, Staff Information, Course Documents, Assignments, Communication, Discussion Board, External Links, Tools, Syllabus, and Blackboard 8 files. The main content area shows the breadcrumb path: BB 8.0 TRAINING COURSE 1 (JOHNJ TRAINING COURSE 1 200809) > COMMUNICATIONS > SEND EMAIL. Below this is a "Send Email" section with a list of options: All Users, All Groups, All Teaching Assistant Users, All Student Users, All Instructor Users, Select Users, and Select Groups. A red arrow points from the "Send Email" option in the sidebar to the "Select Users" link in the main content area.

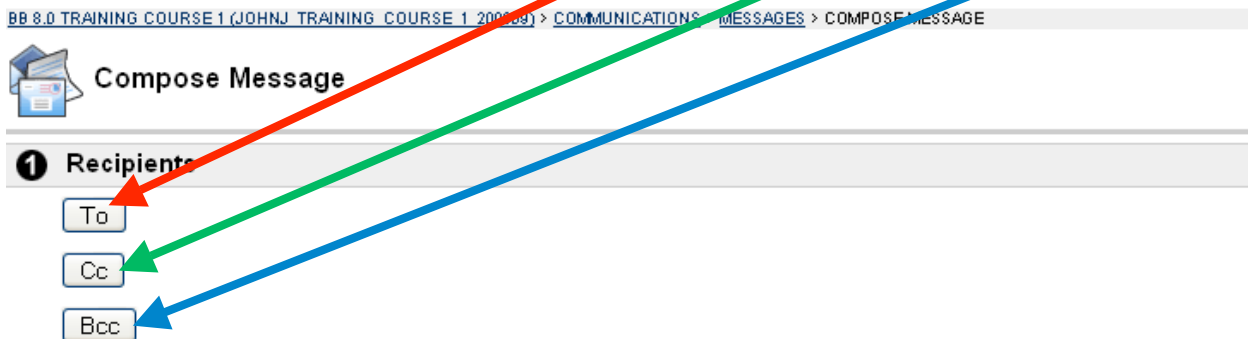
Blackboard 8.0 Sending Emails & Messages

Under the “Messages” option in the “Communications” tab, you can create

“New Messages,” and check your “Inbox” and “Sent” messages.



You can compose a message here. You must select your Recipient(s) by clicking on one of the following field headings: “To” button, “Cc” button or “Bcc” button.



Blackboard 8.0 Sending Emails & Messages

Select your Recipient from the “Select Recipients: To line” and then click on the arrow to move to the “Recipients” box. Then, you can type your message in the body of the “Compose Message” field. When complete, click “Submit” to send the message.

BB 8.0 TRAINING COURSE (JOHNJ TRAINING COURSE 1 200809) > COMMUNICATIONS > MESSAGES > COMPOSEMESSAGE

Compose Message

1 Recipients

To

Select Recipients: To line	Recipients
Aaron Kaci Albert Robinson (Instructor) Christian Delgado Katherine Killoran Margaret Duffy Margaret Murphy Michelle Joaquin Richard Jordan	

[Invert Selection](#) [Invert Selection](#)

Cc

Bcc

2 Compose Message

Subject

Body

Normal Times New Roman B I U S x₂ x₂

Path: [body](#)

3 Submit

Click **Submit** to finish. Click **Cancel** to quit.

* Required Field

[Cancel](#) [Submit](#)