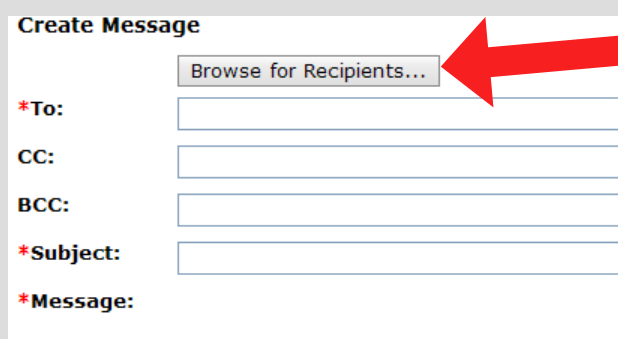
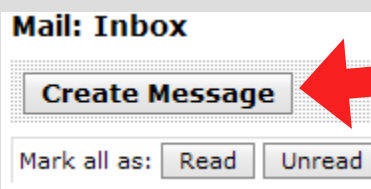
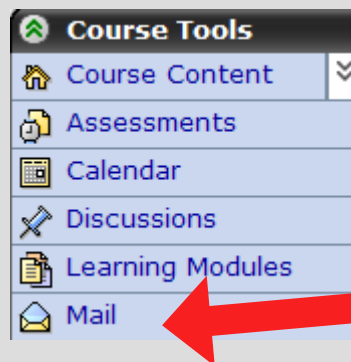
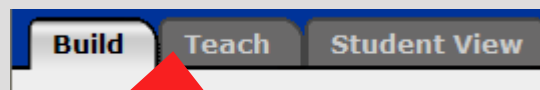


## Create Message

### Directions

1. From the **Build** or **Teach** Tab
2. Under **Course Tools** Click Mail (must have enabled mail tool)
3. Click **Create Message**
4. Click **Browse for Recipients...**

### Diagram



## Create Message

### Directions

5. Select recipients of the Mail and Click

6. Enter the subject and message and click

### Diagram

#### Select Roles

<input type="checkbox"/> To	<input type="checkbox"/> CC	<input type="checkbox"/> BCC	Role Description
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	All Section Instructors
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	All Section Designers
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	All Teaching Assistants
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	All Students
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	All Auditors


#### Select Individuals and Groups

<input type="checkbox"/> To	<input type="checkbox"/> CC	<input type="checkbox"/> BCC	Name
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	KEITH FREEMAN
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	MEAGAN MONTGOMERY
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Demo Student



#### Create Message

\*To:

KEITH FREEMAN(FreemanKeithA) 

CC:

BCC:

\*Subject:

Blackboard Training

\*Message:

This is a test for the training step by steps.

Use HTML    Insert equation:

Attachments:

