

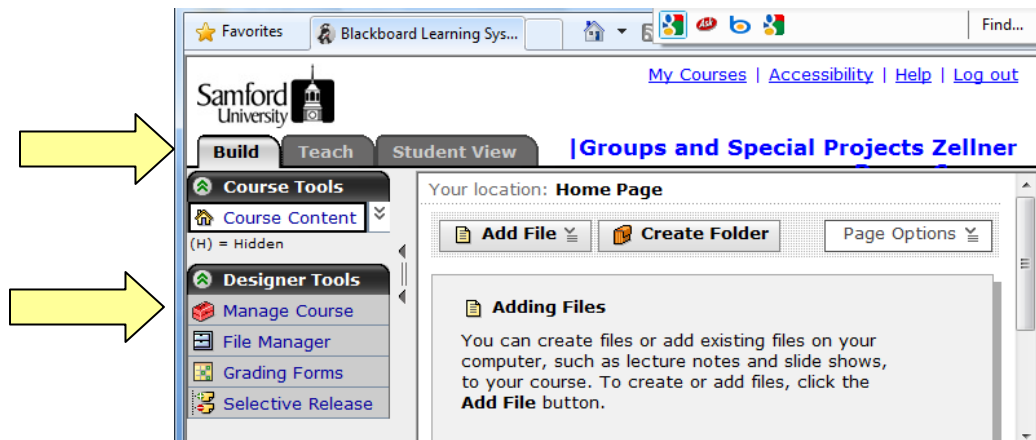
Using the Mail Tool in Blackboard CE8

OVERVIEW

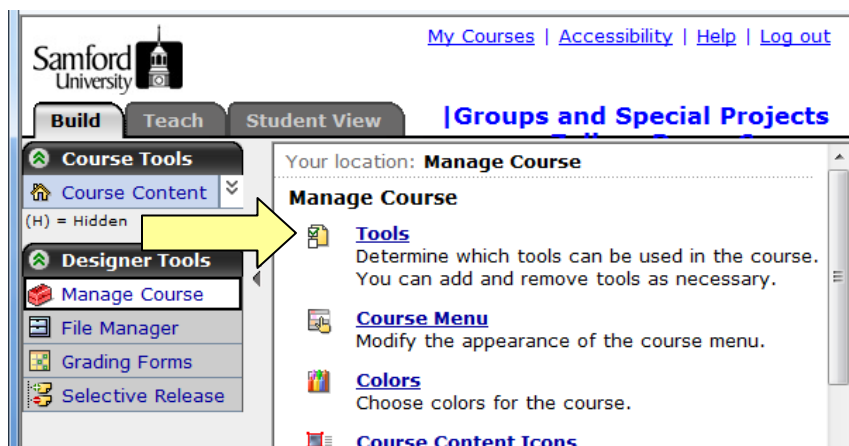
1. Make sure the **Mail** tool is enabled.
2. Compose and send a message.
3. Test functionality using **Student View**.
4. Retrieve and file your messages.

DETAILED STEPS

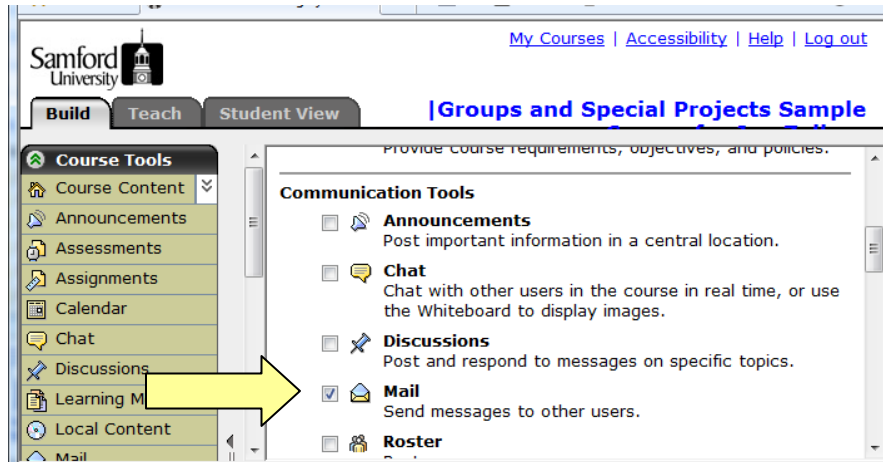
1. Make sure the **Mail** tool is enabled.
 - a. From the **Build** tab, click **Manage Course** under **Designer Tools**.



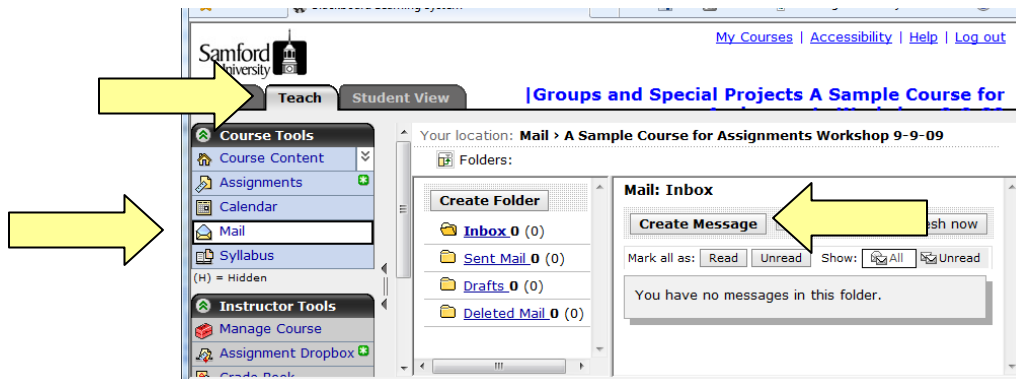
- b. Click **Tools**:



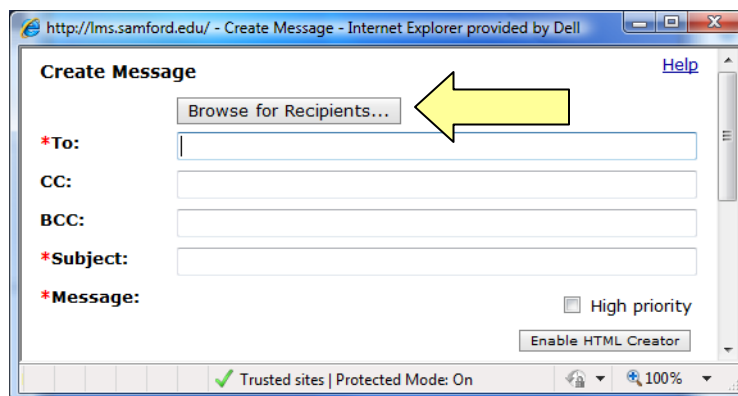
- c. Place a check mark next to the **Mail** item under **Communication Tools**. Scroll to the bottom of the page and click **Save**:




2. Compose and send a message.
- a. From the **Teach** tab, click the **Mail** menu item, which should now appear under **Course Tools**. Click **Create Message**:



- b. In the pop-up window that appears, click **Browse for Recipients**:



- c. Select the appropriate roles, groups, or individuals in the **To**, **CC** and **BCC** fields. If you do not see all of your students, you may need to select the next **Page**, and then click the green **Go** () button to its right. For testing purposes, make sure the **Demo Student** is included in your recipient list. Finally, click **Save**.


Select Message Recipients

Select Roles

To	CC	BCC	Role Description
<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	All Section Instructors
<input checked="" 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

To	CC	BCC	Name
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Group A (test01 Account, test02 Account)
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Group B (Demo Student 1073371001, Buford Gates)
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	test7 2 (Demo Student 1073371001)
<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Ramzi Abbassi
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	test01 Account
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	test02 Account
<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Buford Gates
<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Matthew McEniry
<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Dennis Self
<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Demo Student 1073371001

Page: 1 (1-10) 

Save **Cancel**

- d. Enter a **Subject** and **Message** text. If you wish to add formatting, images or Web links to your message, click **Enable HTML Creator**. You may also add file attachments by clicking **Add Attachments**. When finished, click **Send**:

Create Message [Help](#)

Browse for Recipients...

***To:** Ramzi Abbassi(rabbass) ; Buford Gates(begates) ; Matthew McEniry (mjmccenir) ; Dennis Self(dself)

CC: All Section Instructors ; All Teaching Assistants


BCC:

***Subject:** Test Rescheduled

***Message:** Due to the H1N1 epidemic, the test scheduled for Friday 9/18 has been rescheduled for Christmas Day. Happy holidays!

High priority

Enable HTML Creator

Use HTML Insert evaluation: New 

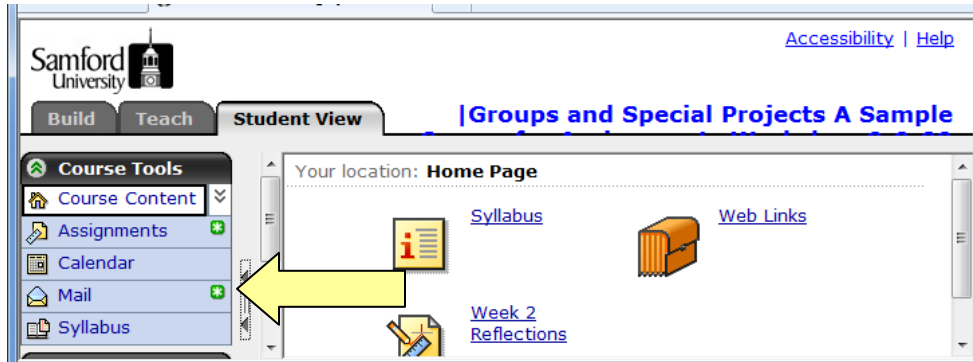
Attachments: **Add Attachments**

Send **Preview** **Cancel** **Save as Draft**

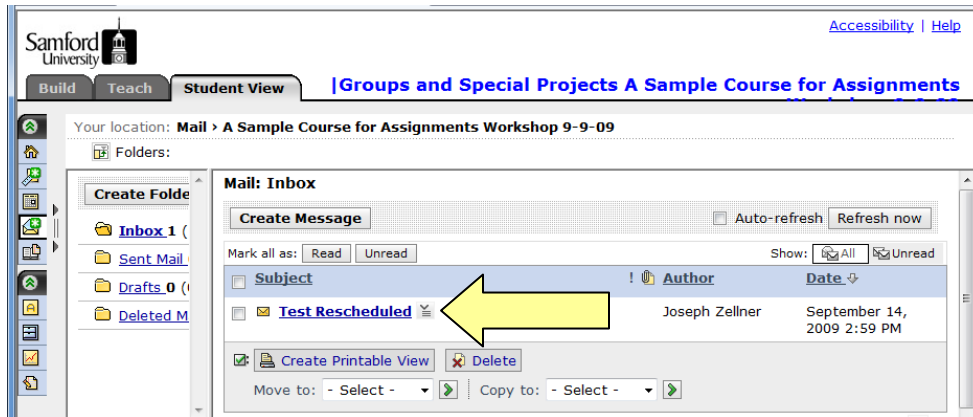
* Required field

3. Test functionality using **Student View**.

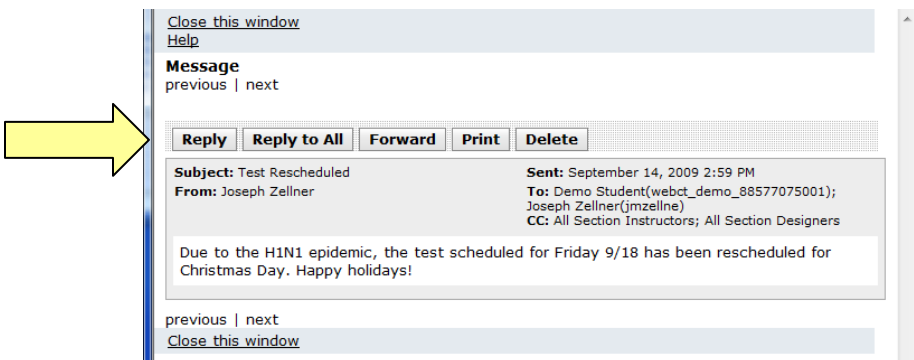
- a. Click the **Student View** tab. You should see a green **New Item** notification next to the Mail tool if you included the **Demo Student** in your recipient list under Item 2c above. Click the **Mail** menu item:



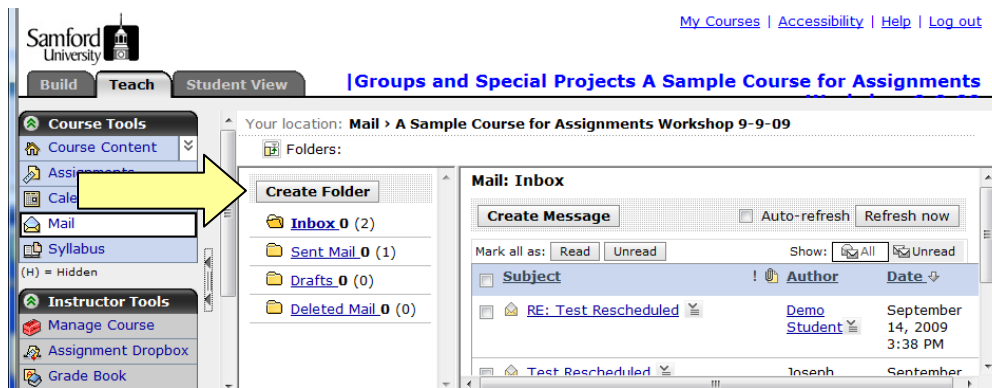
- b. The titles of unread mail items will be highlighted in **bold** text. Click the title to open the item:



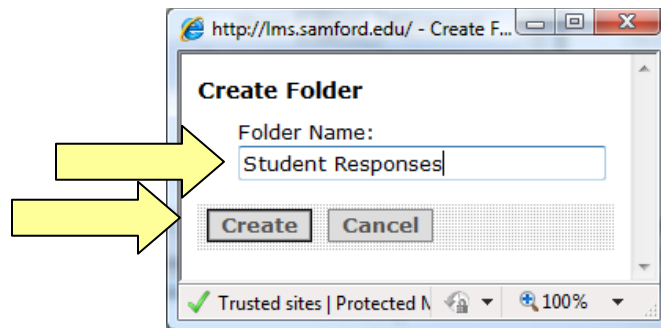
- c. The item will open in a new window. For testing purposes, click **Reply**. Remember, you are currently logged in as the **Demo Student**, and will be composing a reply to the instructor (yourself).




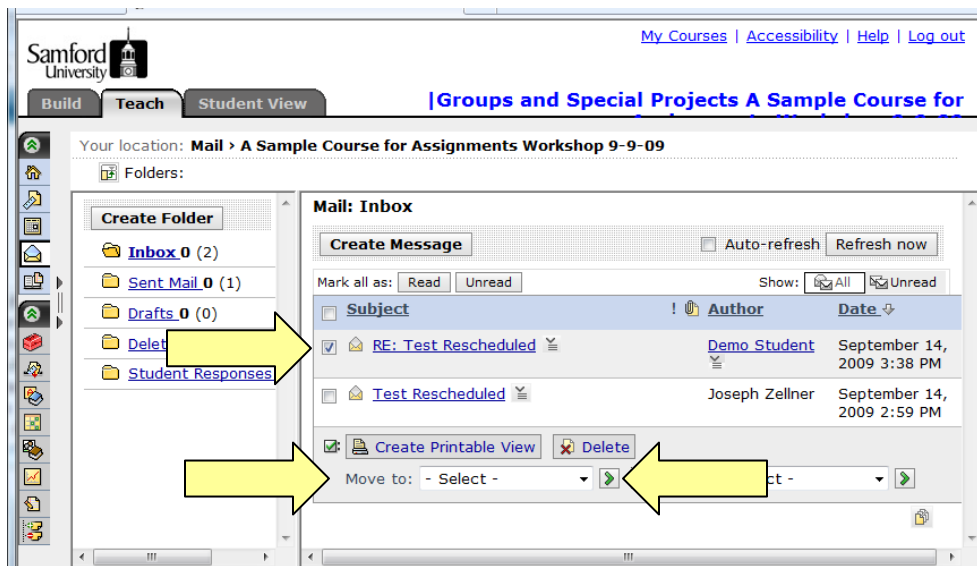
- d. Compose a reply as in Item **2d** above. The **To** and **Subject** fields, as well as a copy of the original message, will have already been entered for you. Click **Send**.
4. Retrieve and file your messages.
 - a. Click the **Teach** tab, and then look for the green **New Item** notification next to the **Mail** tool text label. Click **Mail** to retrieve your new mail.
 - b. Once you have read the new mail item, close its window
 - c. From your Mail **Inbox**, click **Create Folder**:



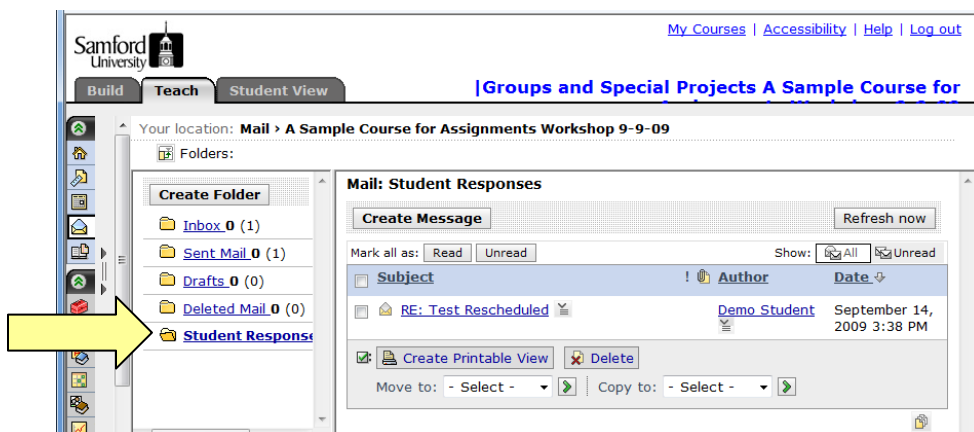
- d. Enter a name for the folder, then click **Create**



- e. From your Mail **Inbox**, place a check mark in the box next to the item you wish to file, then select a destination from the **Move To** drop-down menu. Click the green **Go** () button to its right to continue:



- f. You can now access the item by clicking the title of the folder to which you moved it



Need more help?

- For additional assistance configuring your browser or Java, please contact the Technology Services Help Desk at 726-2662.
- For additional assistance using Blackboard, please contact Joe Zellner:

Joe Zellner
 jmzellne@samford.edu
 726-2108