



Create and Send an Email Message in Blackboard Vista

Introduction

The internal email tool in Blackboard Vista allows you to communicate with students through written correspondence inside the course only. The internal email tool does not allow you to send or receive messages from external email systems such as Microsoft Outlook, Gmail, Hotmail among others.

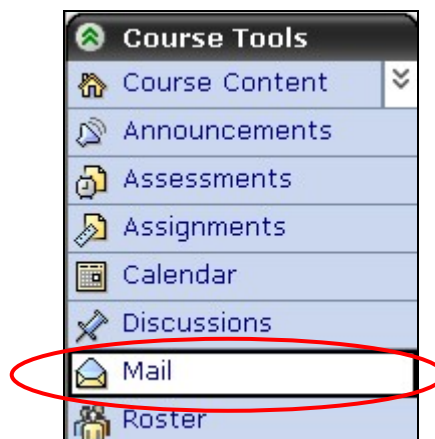
Many instructors prefer the use of the internal email tool for course related correspondences in an effort to reduce the increased number of email to their own personal or college related email system. The internal email tool also creates a permanent, self-contained record of all correspondences between you and your students.

Create and Send an Email Message in Blackboard Vista

Step 1: To begin, click on the **Teach** tab after you have logged into your course.



Step 2: Next, click **Mail** from the *Course Tools* menu. The Mail Inbox page will appear.



Step 3: Click **Create Message**. The *Create Message* screen will appear.



Step 4: Click **Browse for recipient** to select the individual(s) you want to send a message. The *Select Message Recipient* page will appear.



Note: This page lists the names of the individuals enrolled in the course as well as options to select individuals by their respective course role.

Step 5: Next, Select the appropriate **checkbox** for the **Message Recipients** you would like to send your message. You can select recipients based on their course *role* or *individual*. You have options to select who you want to send the message **To:**; who you like to **CC:**; (carbon copy) or who you would like to **BCC:** (Blind Carbon Copy).

If you select the top most setting, from the light blue section, it will select *all* recipients for that setting. Meantime, selecting individual checkboxes will result in just the individual checkbox being selected.


In this example, we will select the role, **All Students** for demonstration purposes.

Select Message Recipients			
Select Roles			
<input checked="" type="checkbox"/> To	<input type="checkbox"/> CC	<input type="checkbox"/> 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 checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	All Teaching Assistants
<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	All Students
<input checked="" 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 checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Ann Brown
<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	Jack Buck

Step 6: Click **Save** when finished.

The **To:** field will include the list of recipients you have selected to send your message as shown.

Create Message	
	<input type="button" value="Browse for Recipients..."/>
*To:	<input type="text"/>
	All Students 

Step 7: Enter the **Subject** in the field provided.

*Subject:	<input type="text" value="Welcome to the Course!"/>
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Step 8: Enter the **Message** in the field provided.

***Message:** High priority

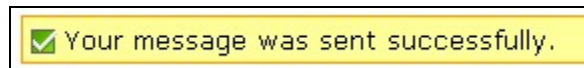
Welcome to the course. Please take some time to review the course syllabus. When finished, answer the questions found in the Syllabus Quiz so that I know you read and understand the material presented. As discussed in the syllabus, we will be using this internal email tool for all email communication throughout the semester.

Step 9: Click **Add Attachments** (if any). If selected, simply locate and select the file(s) you want to attach as part of your message.

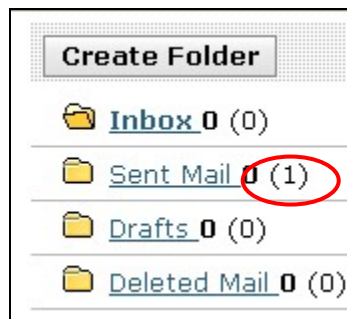
Attachments:

Step 10: Click **Send** when finished.

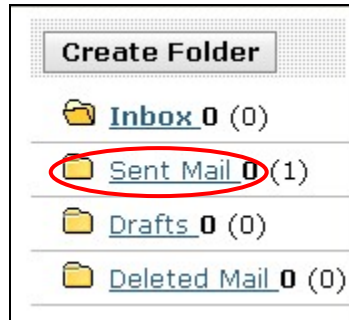
You will receive confirmation that the message was sent successfully.



Notice that a record of your sent message is maintained in your *Sent Mail* folder.

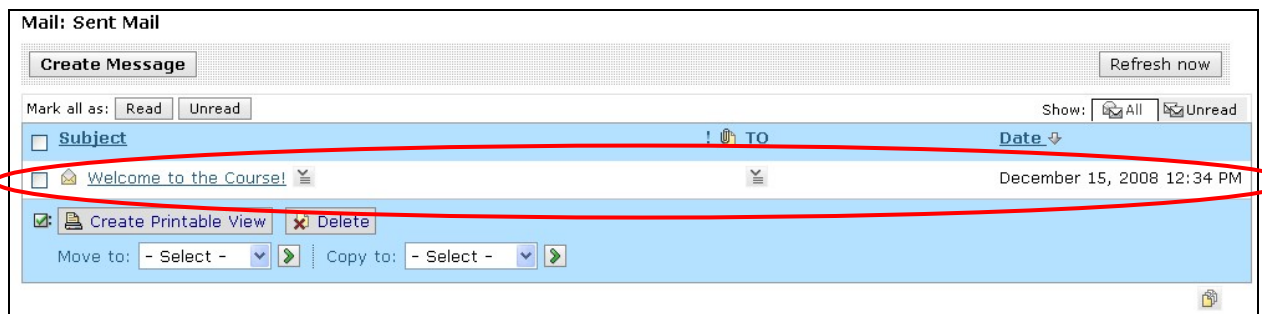


Step 11: Click on the **Sent Mail folder** name to view messages in your sent mail folder.



Step 12: The *Sent Mail* screen will appear where you will see a list of all of the messages that you have sent. Notice that each sent mail message contains the Subject of the message, a record of who the message was sent to and the date that the message was sent.

Note: This page allows you to manage the messages by moving them to another folder (if needed) as well as deleting them from your sent mail folder (if needed). Additional features will be presented in a separate tutorial.



Conclusion

We hope this guide was helpful.

For more information about online course development, please visit the TLiTC or contact us via email at tlitc@bhcc.mass.edu.