

How do I use the Mail feature on Blackboard?

Subject Descriptors: BB, Blackboard, Blackboard Vista , Mail, Message, Email

Application (Version): Blackboard Vista

Task Description: I want to use the Mail feature on Blackboard. What can I do, and how?

Tutorial Date: 8 May 2009, Marita Jackson

Log into BlackBoard

Faculty & Staff Community & Visitors

board
University

Login to Blackboard

Username

Password

Quick Resources

- [Forgot your password?](#)
- [Look up your Banner ID \(Username\)](#)
- [Can't upload files in Blackboard?](#)
- [Please Check Your Browser](#)
- [Computer Setup](#)
- [IT Service Desk](#)

Log into Blackboard through the school website (<http://bb.usu.edu>) using your A number as the user name and your Banner password...

Select a Course

[DRAWING I - Spring-09 ART-1020-001 - 200920](#)

1/5/09

Section Instructor: Mark Larson

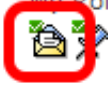
My Role: Student

[INTRO MICROECONOMICS \(BSS\) - Spring-09 ECON-2010-001 - 200920](#)

1/5/09

Section Instructor: Douglas Romrell

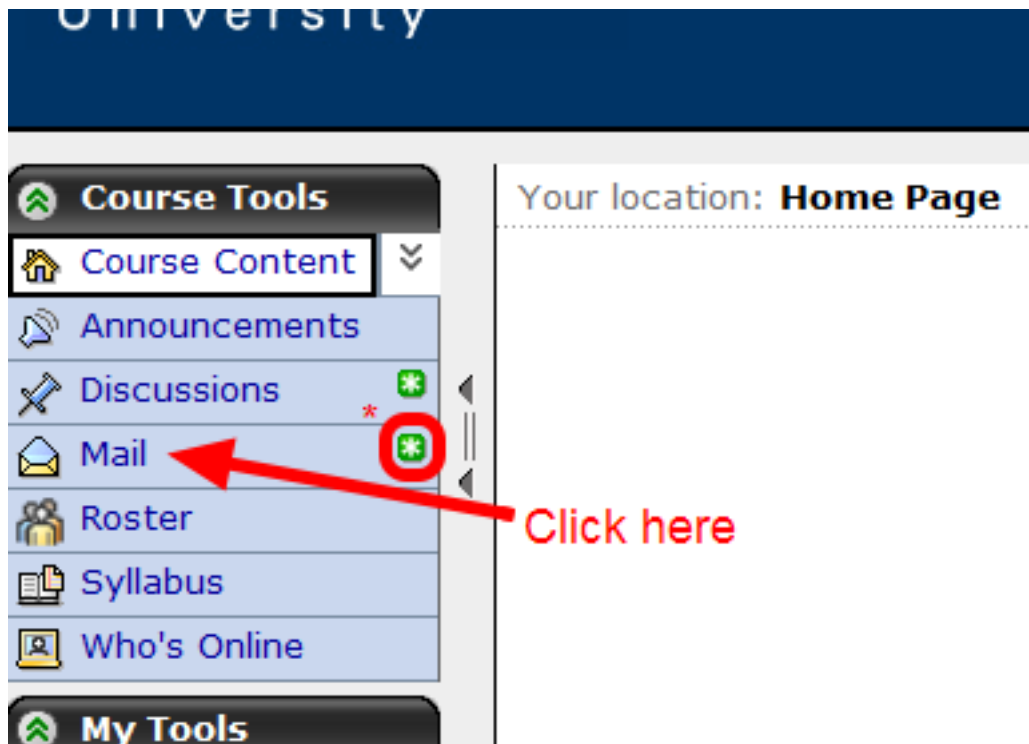
My Role: Student



If a course has unread mail, the letter icon will be present. You can click the icon and be taken directly to the mail page, skipping the next step.

If not, you can select the course from which you would like to compose an e-mail.

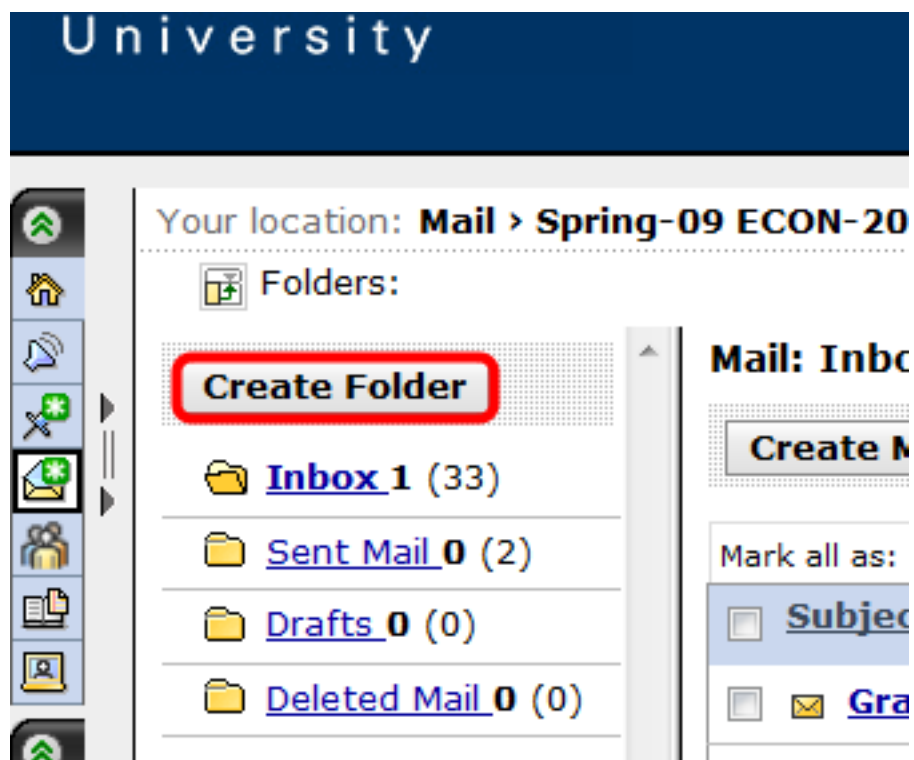
Course Tools



Navigate into your inbox by clicking on the "Mail" link.

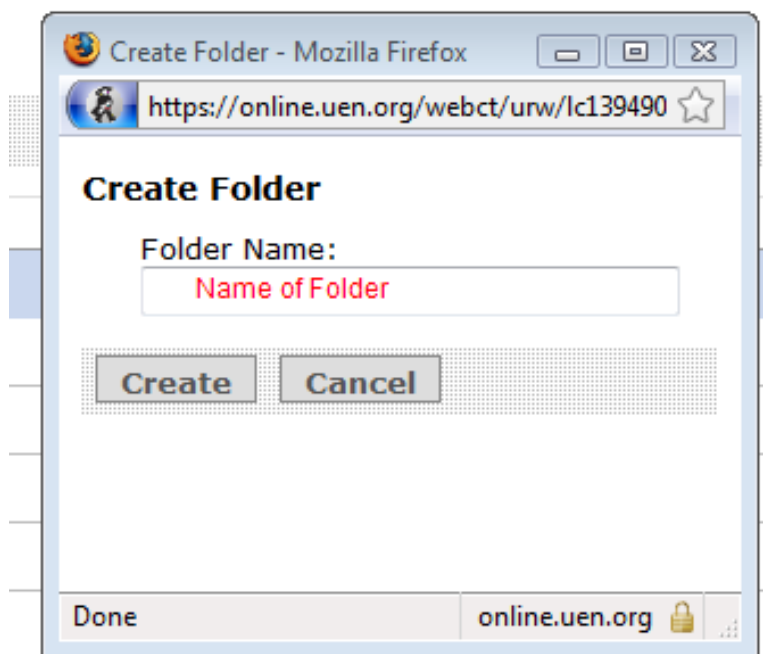
*If the white star icon is present, there are new or unread messages.

Create Folders



Click Create Folder. A pop-up box will appear to create the folder.

New Folder Pop-up Box



Type in the folder name and click Create.

When you create a folder it appears under the default folders in Mail.

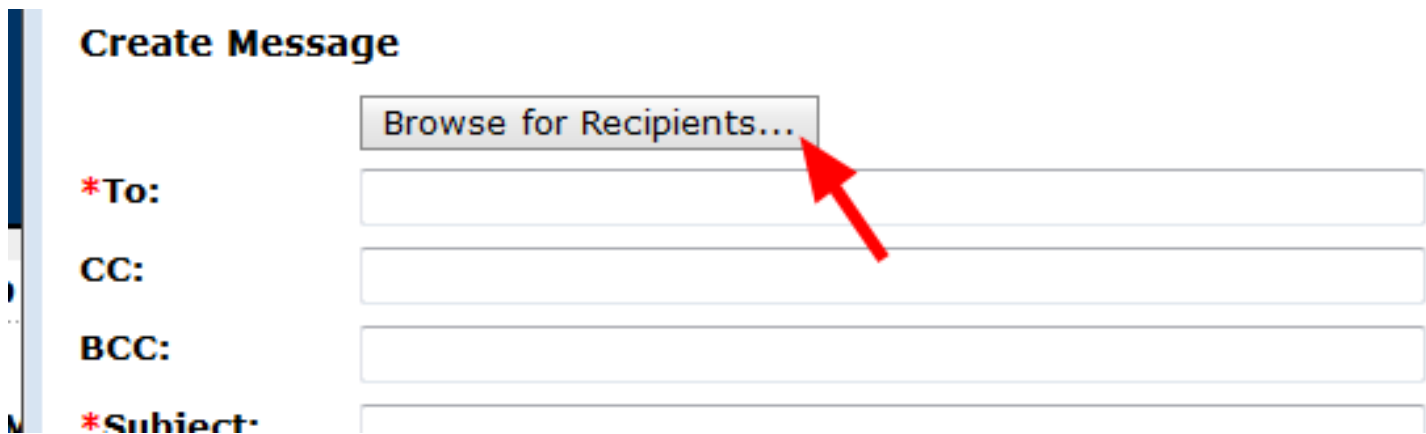
You can rename or delete the folder at any time, by selecting either option from the action links menu for the folder.

Sending a Message



To send a private message to someone enrolled in the course, independent of the role they play. Click on Create Message.

Selecting an Address

A screenshot of the 'Create Message' form. The form has a title 'Create Message' and several input fields: '*To:', 'CC:', 'BCC:', and '*Subject:'. A button labeled 'Browse for Recipients...' is positioned above the '*To:' field and is highlighted with a red arrow.

Click on Browse for Recipients.

To edit the paging so you can see all the recipients:

- Click the edit paging icon .
- Change the number of recipients to be larger than the total number of recipients.

Choosing Recipients

Select Message Recipients

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"/>	Brian Adams
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Emily Albrecht
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Braden Allen
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Alex Allen

Select who or which role will receive the message by checking the box next to each name or role.

- To - The message is for this group. All recipients can see it was sent.
- CC (carbon copy) - You want this group to see the message, but it isn't actually for them.
- BCC (blind carbon copy) - You want this group to see it, but it isn't actually for them. No one else knows they received it.

Select the To, CC, or BCC box in the shaded heading bar(s), to send the message to all roles or all individuals.


Click **Save**, when you have finished selecting recipients.

Create a Message


Create Message

Browse for Recipients...


***To:**

Brian Adams 

CC:

Emily ~~Abraham~~ 

BCC:


Braden Allen 

***Subject:**

***Message:**

High priority

Enable HTML Creator

Use HTML Insert equation: New ▾ 

Attachments: Add Attachments

Send

Preview

Cancel

Save as Draft

*** Required field**

Include a clear and concise subject and type in the message.

To include links or formatting:

- Use the HTML Creator, or
- Type in your own HTML coding - be sure to select Use HTML.
- Include an equation or an attachment.

Preview , **Save as Draft**, or **Send** your message.

Forward messages to your personal e-mail account

Message

[previous](#) | [next](#)



The screenshot shows an email interface with a toolbar at the top containing buttons for 'Reply', 'Reply to All', 'Forward', 'Print', and 'Delete'. The 'Forward' button is highlighted with a red circle. Below the toolbar, the email header shows 'Subject: Grades', 'From: Douglas Romrell', and 'Sent: April 29, 2010'. The email body contains the text: 'Again, there will be no arguing point deductions on the test or so the point deductions are up for discussion and negotiation. That'.

1. Click on the **Mail Forwarding** icon.
 2. Type in your external e-mail address.
 3. Click **Save**.
- Mail forwarding may not be available if the system administrator has not released it.