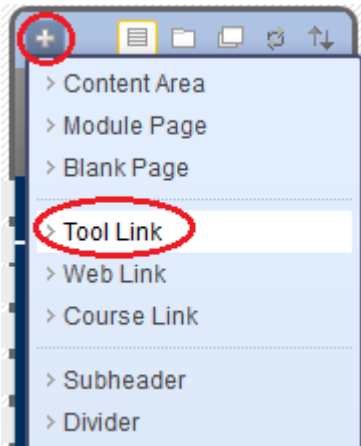


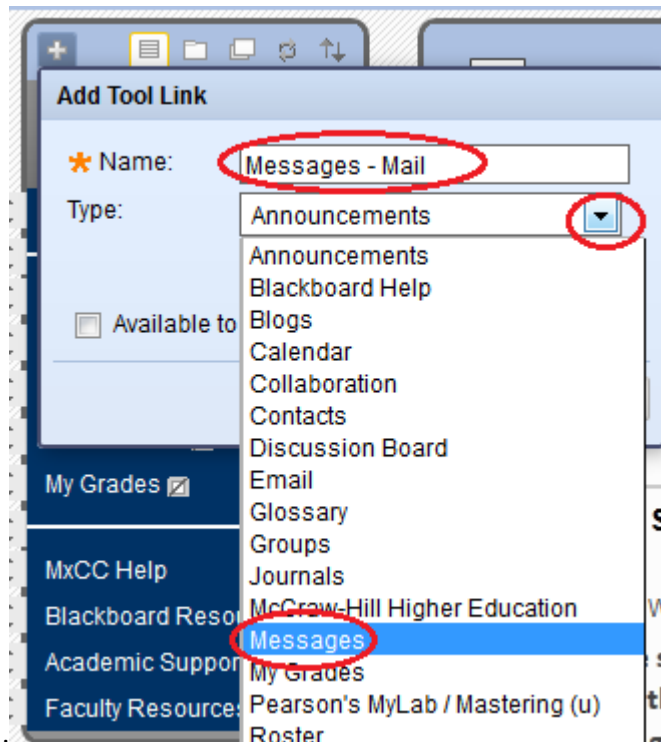
Blackboard – How to Add Internal Mail (Messages Tool)

Like in Blackboard Vista, you are able to use internal mail to communicate with your students inside Blackboard. The internal mail tool is called “Messages.” This instruction shows you how to add the Messages tool in Course Menu.

1. Click on “+” at upper left corner of Course Menu. Select “Tool Link”.

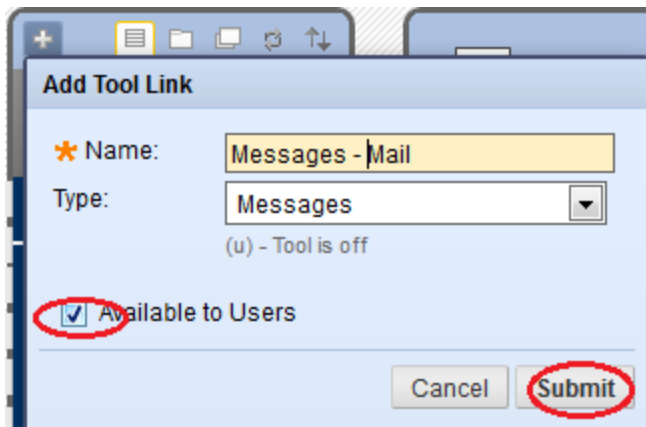


2. Type a name for the tool link. Choose “Messages” in “Type”.



MxCC Distance Learning Documentation

3. Check “Available to Users” and click “Submit”.



4. The newly added messages tool link is placed at the bottom in Course Menu. Using “drag and drop”, you may move it up to a position of your choice.

