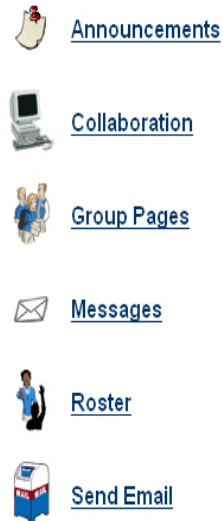


## Contacting your Instructor and Fellow Students in a Blackboard Course

One way to contact your instructor and fellow students is to use the Blackboard messages tool. You will find the messages tool by selecting the Communication button on the left of your course screen. The button looks like this:



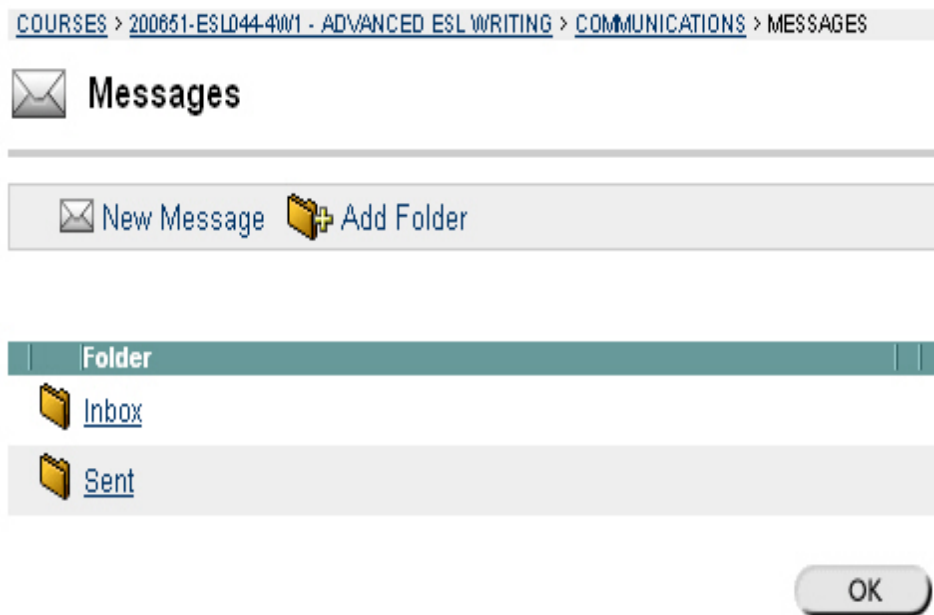
You will see this menu:




Select .



You will see:





Select  . You will see:

 **Select Recipients**


---

Select Recipients for the To line

Adato, Marcia (Instructor)	▲
Bahgat, Tarek	☰
Chankov, Chavdar	
Hieda, Kaya	◀
Instructor, ETC (Instructor)	
Johnson, Mark	▼

Recipients

--

Select (Instructor) or any student you want to receive your message. Select . You will see:

 **Select Recipients**

---

Select Recipients for the To line

Bahgat, Tarek	▲
Chankov, Chavdar	☰
Hieda, Kaya	
Instructor, ETC (Instructor)	◀
Johnson, Mark	
Lee, Eun	▼

Recipients

Adato, Marcia (Instructor)
----------------------------

Do this for each person you want to receive your message.

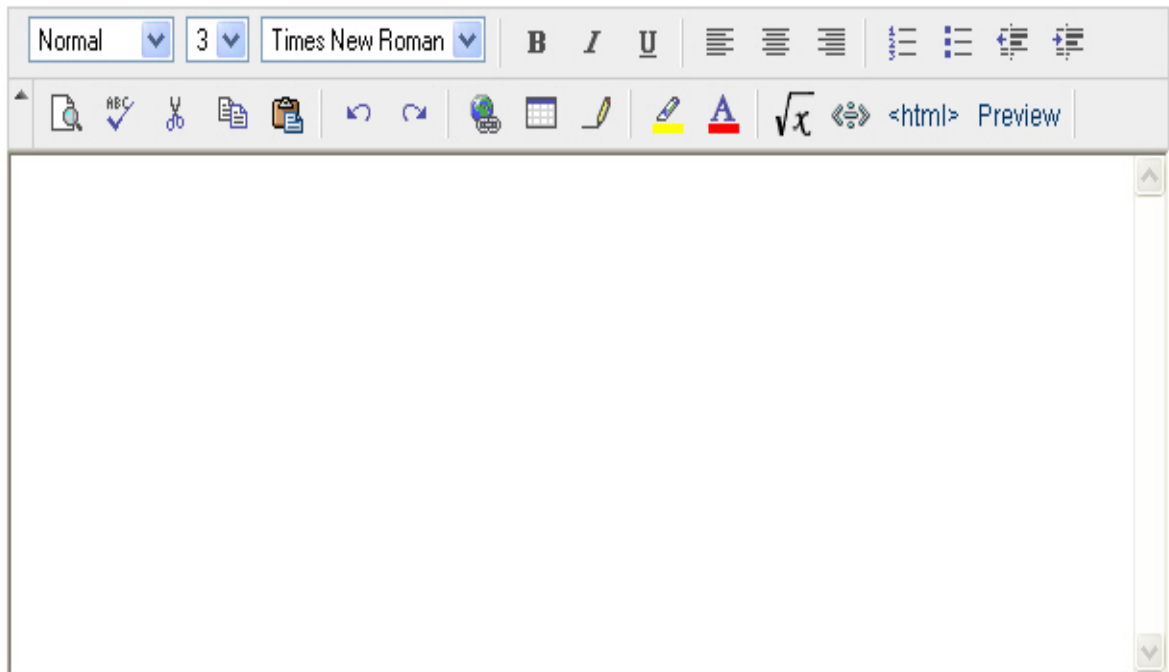
Select Submit.

Enter your subject in the subject block:

\* **Subject**

Enter your message text in the body:

Body



Add an attachment by selecting Browse and finding the file you want to send:

**Upload Attachment**

When you are ready to send the message to your instructor, select Submit:

Click **Submit** to finish. Click **Cancel** to quit.

\* Required Field



You will see a notice that your message was successfully sent.

You will find a copy of the message you sent in the

