


**Role: Designers/Lecturers**

**Mac users:** it is recommended that you use Safari as your browser when uploading files.

 **Mail** is an internal Blackboard communications tool. However, it is linked to the Monash email system.


[Create a message](#)

[Read a message](#)

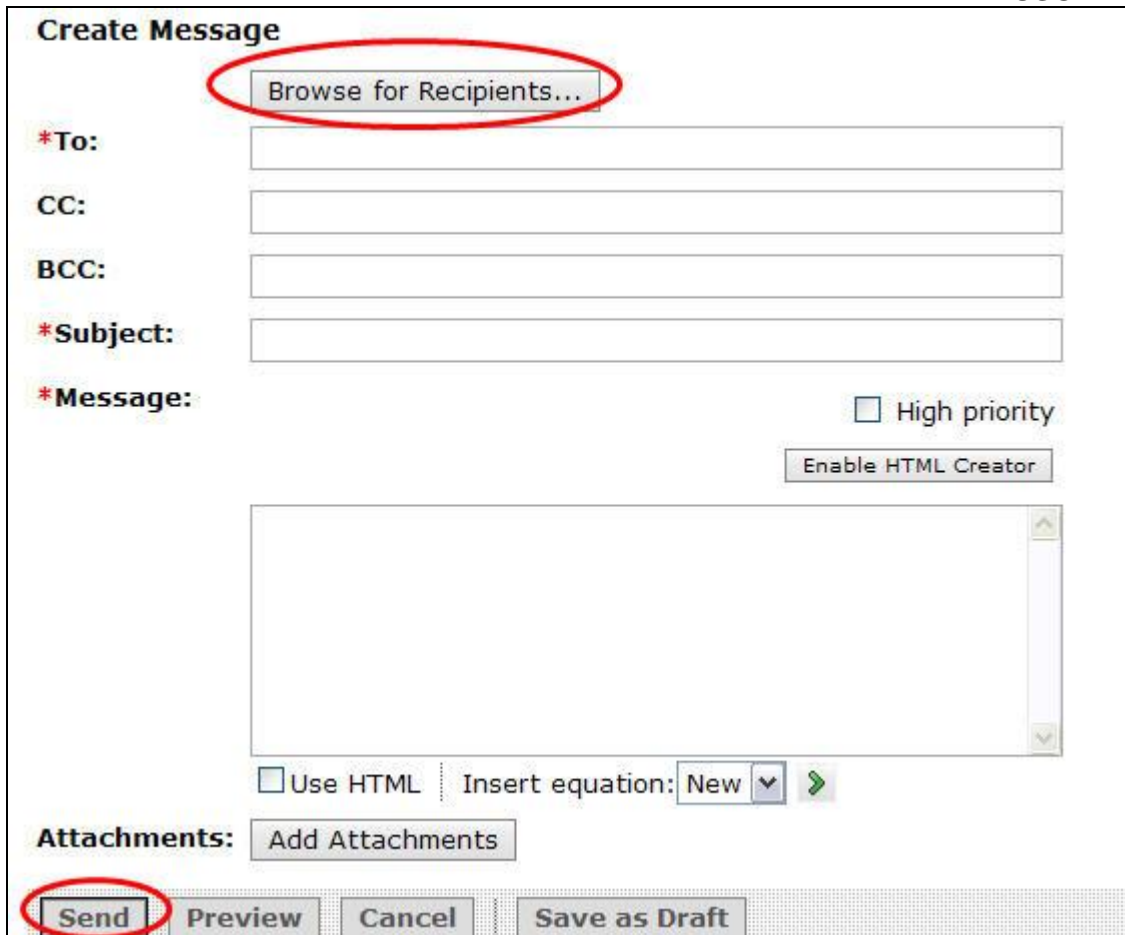
[Delete a message](#)

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Create a message

1. Click on the **Build** or **Teach** tab.
2. Click on **Mail**  in the **Course Tools** menu.
3. Click on the **Create Message** button.
4. Click on the **Browse for Recipients...** button to display the list of possible recipients.
5. Select the recipients by clicking the appropriate **box**:
  - **To** sends the message to the primary recipients
  - **CC** (carbon copy) copies the message to recipients
  - **BCC** (blind carbon copy) copies the message to recipients but the recipient names listed here cannot be seen by others.
6. Click **Save**. You will be returned to the Create Message window.
7. Type in a **Subject**.
8. Click on the **Enable HTML Creator** button if this is not already activated.
9. Type in a **Message**.
10. If you wish to attach a file to your message, click on the **Add Attachments** button.
11. If you wish to view the message as it will appear to the recipient, click on the **Preview** button.
12. If you wish to store the message and send it later, click on the **Save as Draft** button. **Note:** Drafted messages are stored in the **Drafts** folder until they are sent.
13. Click **Send**. Your message will then appear in the **Sent Mail** folder (in the left column)

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**Create Message**

**\*To:**

**CC:**

**BCC:**

**\*Subject:**

**\*Message:**



High priority


Use HTML    Insert equation:

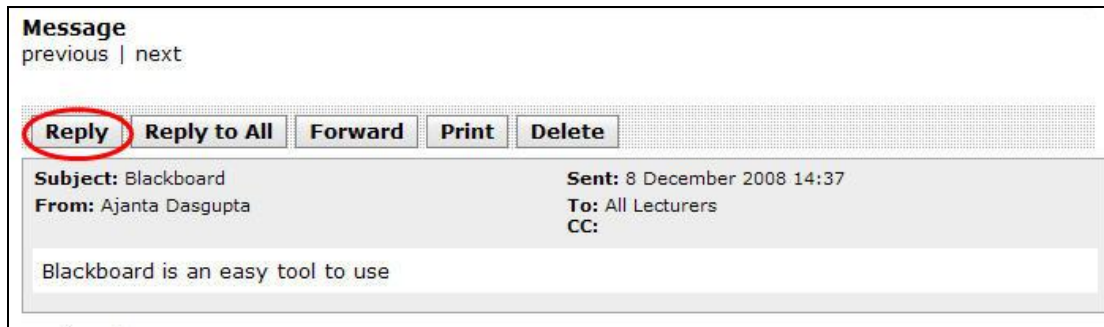
**Attachments:**

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Read a message

**Note:** To check whether you have received new mail during a session, click the **Refresh now** button at the top-right of the window. If you have unread mail, the  symbol will appear next to **Mail**  in the **Course Tools** menu in the **Teach** view.




1. Click on the **Build** or **Teach** tab.
2. Click on **Mail**  in the **Course Tools** menu.
3. Click on the message subject to display the message.
4. After you have read the message, you can click on the relevant button to:
  - **Reply** to reply to the sender
  - **Reply to All** to reply to everyone who received the message
  - **Forward** to send it on to someone else
  - **Print** to print the message
  - **Delete** to delete the message.





5. If you do not wish to do anything, click on **Close this window** and you will return to the **Mail Inbox**.

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#### Delete a message

1. Click on the **Build** or **Teach** tab.
2. Click on **Mail**  in the **Course Tools** menu.
3. Go to the message and click on its **ActionLinks** icon .
4. Click **Delete** . The message is then moved to the **Deleted Mail** folder





To delete the message permanently, click on the **Deleted Mail** folder, click on the **ActionLinks** icon  for the message you wish to delete, and select **Delete** . You will be asked to confirm that you wish to permanently delete the message. Click **OK**.



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Print or save compiled messages

1. Click on the **Build** or **Teach** tab.
2. Click on **Mail**  in the **Course Tools** menu.
3. Click on the **box** next to the message(s) you wish to print or save.
4. Click **Create Printable View** .
  - Click **Print** to print the compiled messages.
  - Click **Save to File** to create a zip file. Browse to where you would like to save the file on your computer.
5. Click **OK**.

