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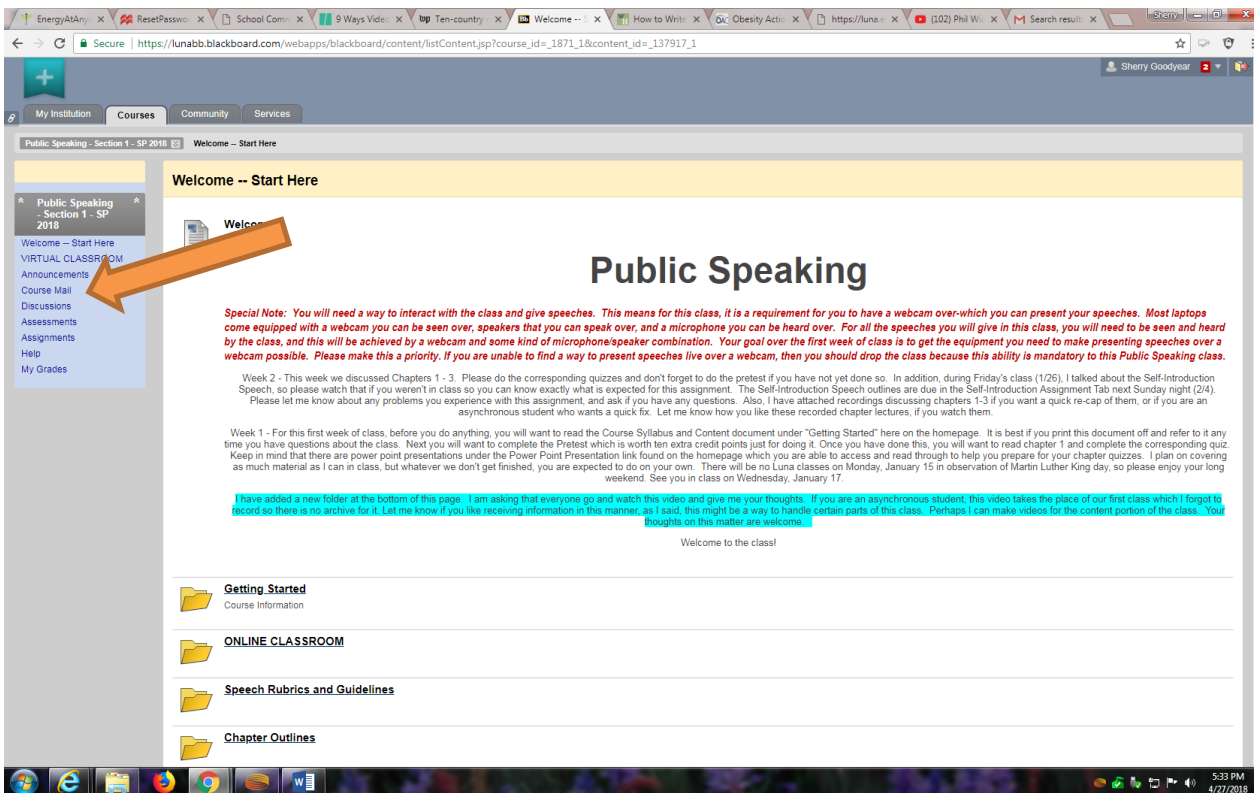
Distance Learning Office

## Using Blackboard's Course Mail Tool

Inside every Blackboard class is a separate email tool solely for the use of the students and instructor in that class. This tool can be used to communicate with the instructor as well as the other students in the class. It is also likely your instructor will use this tool to communicate with you about things pertinent to the class such as upcoming assignments, class cancellations, and so on. Additionally, you may be asked to upload and send assignments to your instructor via this email tool. The Blackboard course mail tool IS NOT the same as your Luna email which can be accessed via the luna.edu homepage.

### Step 1

To access the Blackboard email tool, you will access your online class. Once you are on the homepage of any online class you are taking, to access the Blackboard Email Tool, you would click on the "Course Mail" link on the left side of the screen. If you don't know how to get to your online class, you should read the FAQ tutorial "Logging into Your Blackboard Account" found inside the Blackboard Help Desk Technical Assistance tab that explains the process if you are unsure of what to do.



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## Step 2

Clicking on the “Course Mail” link will bring you to this screen. Here is where you are able to access and create messages to other students in the class. To check mail, you can click on the “Inbox” link. You can also check messages you have sent before by clicking on “Sent”. You can also create messages from this screen as well as create folders to store your messages in, if you like.

Course Messages are private secure text-based communication that occurs within your course among course members. Everyone can use messages for reminders, quick questions, and social interactions. Messages activity remains inside the system. [More Help](#)

[Create Message](#) [Create Folder](#)

Folder	Unread	Total
<a href="#">Inbox</a>	4	9
<a href="#">Sent</a>	0	1

Displaying 1 to 2 of 2 items [Show All](#) [Edit Paging...](#)

COURSE MANAGEMENT

- Control Panel
- Content Collection
- Course Tools
- Evaluation
- Grade Center
  - Needs Grading
  - Full Grade Center
  - Assignments



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### Step 3

If you click on the “Inbox” link, the next screen you come to will look something like this. This is a list of email messages from a Public Speaking course. You can see a list of messages here, and if you were to click on anyone of them, you could read the message and respond to the sender. To create a message to someone in the class, you would click on “Create Message.”

The screenshot shows a web browser window displaying the Blackboard messaging interface. The browser's address bar shows the URL: [https://lunabb.blackboard.com/webapps/blackboard/messaging/course/messageList.jsp?nav=messages&course\\_id=\\_1871\\_1&folder=inbox](https://lunabb.blackboard.com/webapps/blackboard/messaging/course/messageList.jsp?nav=messages&course_id=_1871_1&folder=inbox). The user is logged in as Sherry Goodyear. The interface includes a navigation menu on the left with options like 'My Institution', 'Courses', 'Community', and 'Services'. The main content area is titled 'Folder: Inbox' and contains a 'Create Message' button, which is highlighted by a large orange arrow. Below the button is a table of messages:

	Status	Sender	Subject	Date
<input type="checkbox"/>		Unknown	Hi	Friday, April 27, 2018 5:40 PM
<input type="checkbox"/>		Unknown	Hi	Friday, April 27, 2018 5:40 PM

At the bottom of the message list, it says 'Displaying 1 to 2 of 2 items' with 'Show All' and 'Edit Paging...' links. An 'OK' button is located at the bottom right of the message list area.



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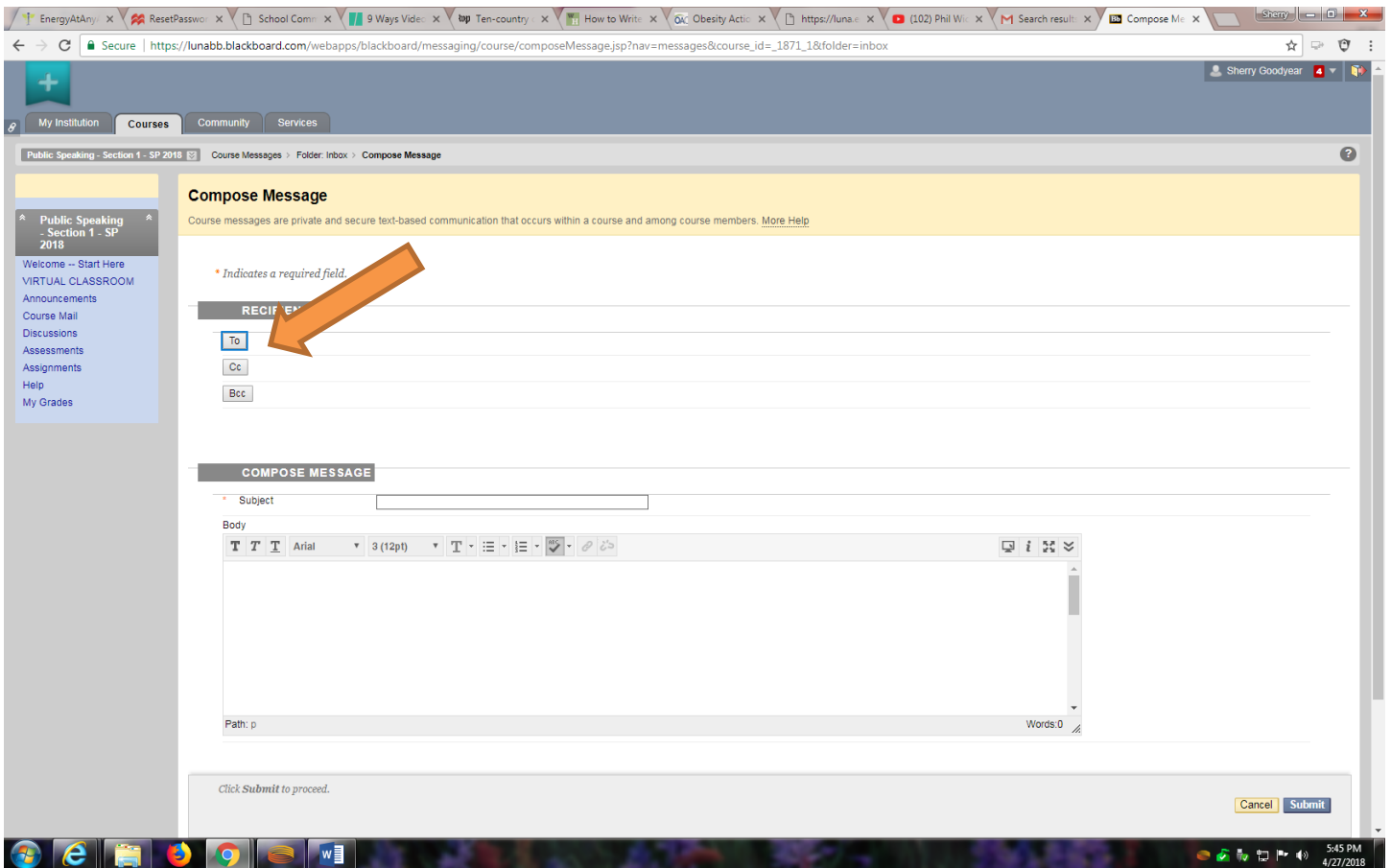


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## Step 4

If you click on “Create Message” you will come to this screen. If you click on the “To” box, you will be able to see a list of everyone in the class and select which person you wish to send a message to.



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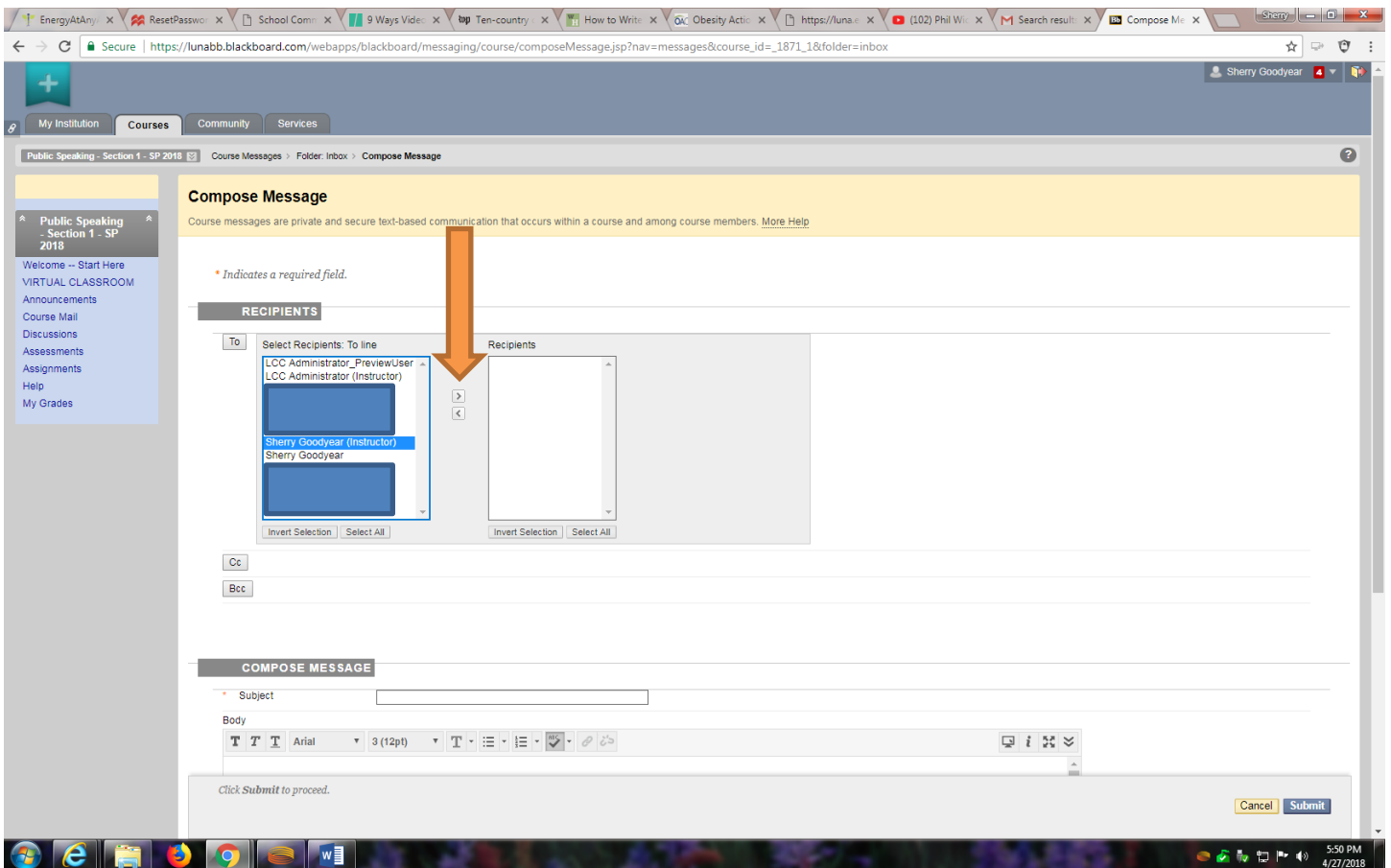


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### Step 5

The next screen you come to if you click on “To” will look like this. If you want to send a message to someone in the class, you can click on that person’s name and then click on the tiny “Right” arrow, and the name will go into the recipient box shown here.

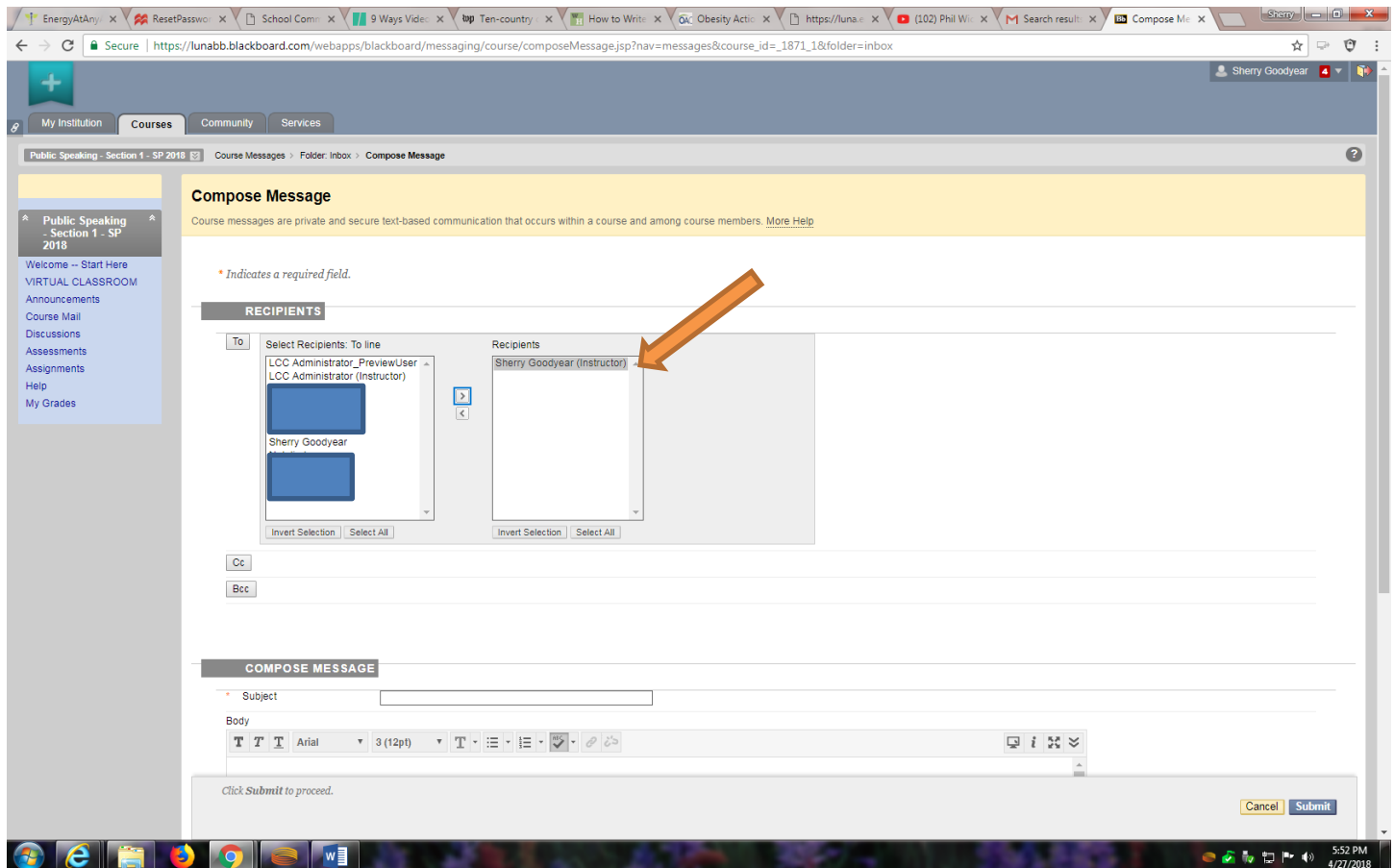


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## Step 6

This screen shows what happens after you click on the “right” arrow. The instructor’s name is now in the “Recipients” box, meaning this individual will receive the message you are getting ready to write and send.

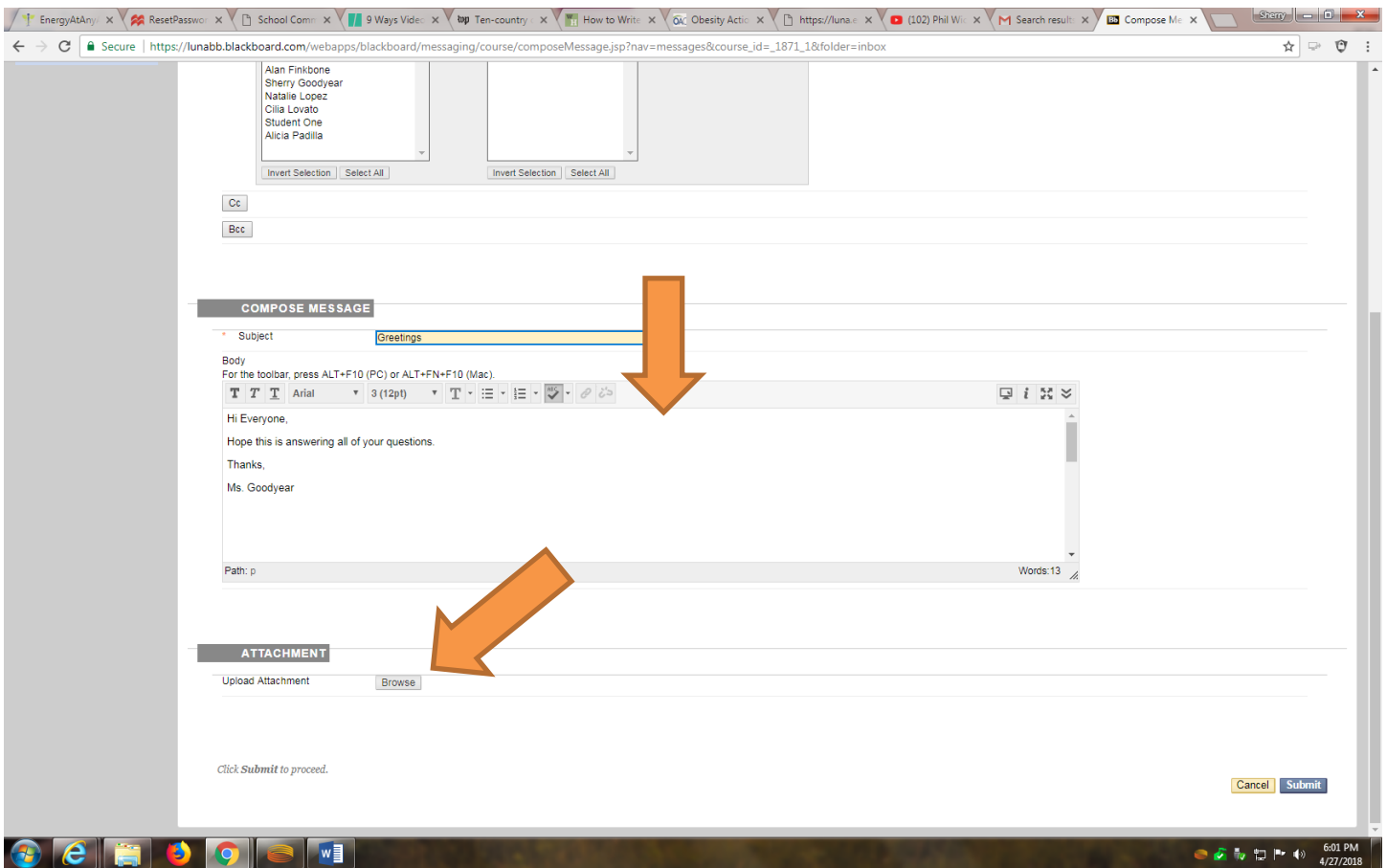


The screenshot displays the Blackboard 'Compose Message' interface. The 'To' field is populated with a list of recipients: 'LCC Administrator\_PreviewUser', 'LCC Administrator (Instructor)', and 'Sherry Goodyear'. An orange arrow points to 'Sherry Goodyear (Instructor)' in the 'Recipients' list on the right. The 'Subject' and 'Body' fields are visible below. The interface includes a navigation menu on the left, a breadcrumb trail at the top, and a taskbar at the bottom.



## Step 7

Lower down on the above page, you can now compose a message. Messages require a subject in the “Subject” box. Then you will be able to compose a message in the “Body” box and attach an attachment down where it says “Upload Attachment.” Hitting “Browse” under “Attachment” allows you to look at the hard drive of your computer, your computer drive, and any other type of device you might use to save your documents on.

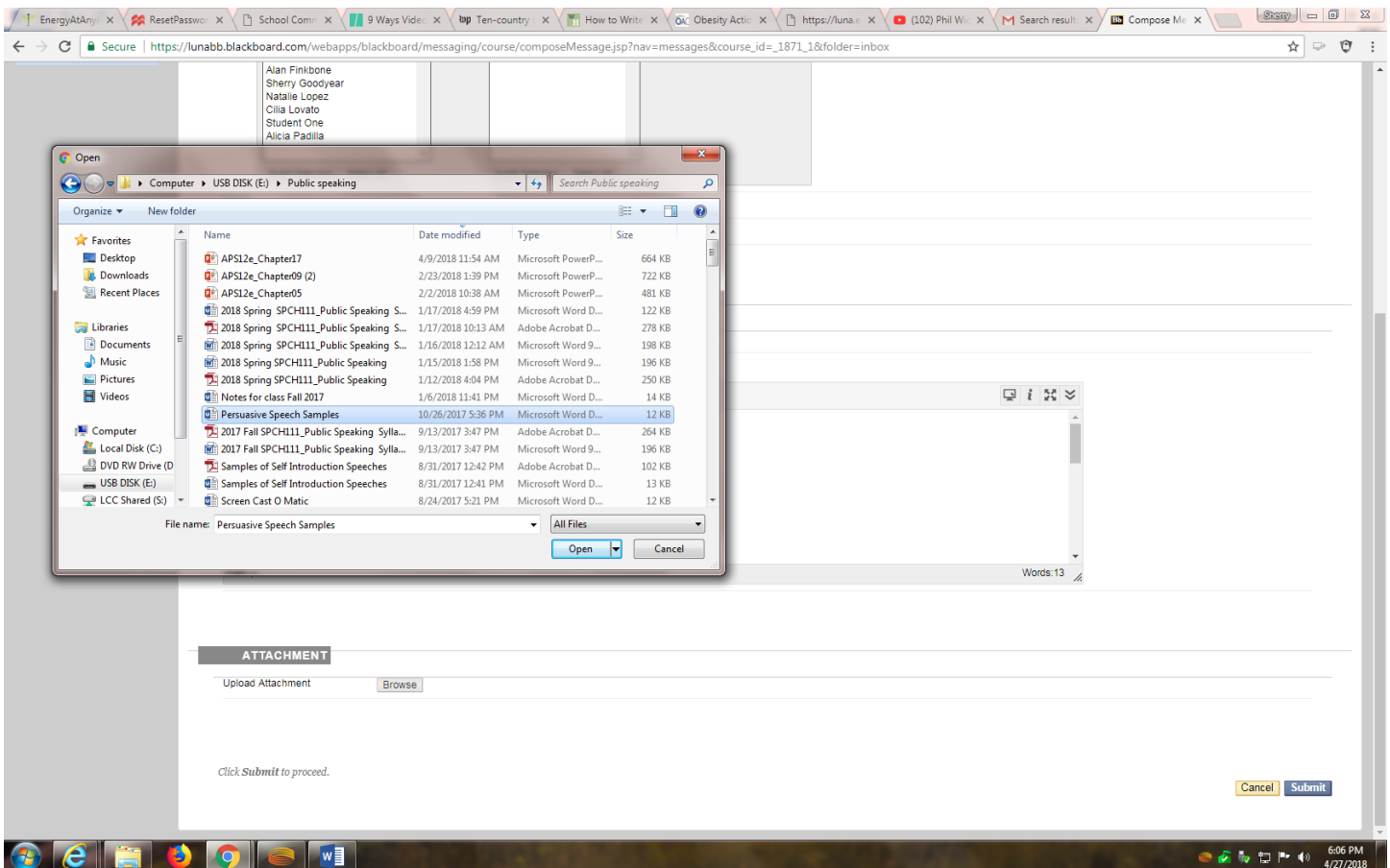


The screenshot displays the Blackboard messaging interface. At the top, there is a list of recipients: Alan Finkbone, Sherry Goodyear, Natalie Lopez, Cilia Lovato, Student One, and Alicia Padilla. Below this list are 'Cc' and 'Bcc' fields. The main section is titled 'COMPOSE MESSAGE' and contains a 'Subject' field with the text 'Greetings'. Below the subject field is a rich text editor for the 'Body' of the message, which contains the text: 'Hi Everyone, Hope this is answering all of your questions. Thanks, Ms. Goodyear'. Below the body field is a 'Path' field with the text 'p'. At the bottom of the form is the 'ATTACHMENT' section, which includes an 'Upload Attachment' button and a 'Browse' button. Two orange arrows are overlaid on the image: one points to the 'Subject' field, and the other points to the 'Browse' button. At the bottom right of the form, there are 'Cancel' and 'Submit' buttons. The browser's address bar shows the URL: https://lunabb.blackboard.com/webapps/blackboard/messaging/course/composeMessage.jsp?nav=messages&course\_id=\_1871\_1&folder=inbox. The system tray at the bottom of the screen shows the date and time as 6:01 PM 4/27/2018.



## Step 8

This is what the screen looks like if you click on “Browse”. A browser box will come up, and you will be able to access the document you are looking for. By clicking on “Open”, it will attach to the bottom of your document.



The screenshot shows a web browser window displaying a Blackboard messaging interface. An "Open" file dialog box is overlaid on the browser, showing the contents of a folder named "Public speaking" on a USB disk (E:). The dialog lists several files, including PowerPoint presentations and Word documents. The file "Persuasive Speech Samples" is selected. Below the dialog, the "ATTACHMENT" section is visible, showing an "Upload Attachment" button and a "Browse" button. The "Submit" button is also visible at the bottom right of the interface.

Name	Date modified	Type	Size
APSI2e_Chapter17	4/9/2018 11:54 AM	Microsoft PowerP...	664 KB
APSI2e_Chapter09 (2)	2/23/2018 1:39 PM	Microsoft PowerP...	722 KB
APSI2e_Chapter05	2/2/2018 10:38 AM	Microsoft PowerP...	481 KB
2018 Spring SPCH111_Public Speaking S...	1/17/2018 4:59 PM	Microsoft Word D...	122 KB
2018 Spring SPCH111_Public Speaking S...	1/17/2018 10:13 AM	Adobe Acrobat D...	278 KB
2018 Spring SPCH111_Public Speaking S...	1/16/2018 12:12 AM	Microsoft Word 9...	198 KB
2018 Spring SPCH111_Public Speaking	1/15/2018 1:58 PM	Microsoft Word 9...	196 KB
2018 Spring SPCH111_Public Speaking	1/12/2018 4:04 PM	Adobe Acrobat D...	250 KB
Notes for class Fall 2017	1/6/2018 11:41 PM	Microsoft Word D...	14 KB
Persuasive Speech Samples	10/26/2017 5:36 PM	Microsoft Word D...	12 KB
2017 Fall SPCH111_Public Speaking Sylla...	9/13/2017 3:47 PM	Adobe Acrobat D...	264 KB
2017 Fall SPCH111_Public Speaking Sylla...	9/13/2017 3:47 PM	Microsoft Word 9...	196 KB
Samples of Self Introduction Speeches	8/31/2017 12:42 PM	Adobe Acrobat D...	102 KB
Samples of Self Introduction Speeches	8/31/2017 12:41 PM	Microsoft Word D...	13 KB
Screen Cast O Matic	8/24/2017 5:21 PM	Microsoft Word D...	12 KB







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## Step 9

Here you can see the attached document. If you accidentally attach the wrong document, you can click “Remove” next to the attachment and hit “Submit,” and the attachment will be removed. If the document is the one you want to attach, then you will hit “Submit” and your message and attachment will be submitted and sent to the person you want to send it to.

The screenshot shows a web browser window displaying the Blackboard messaging interface. The browser's address bar shows the URL: [https://lunabb.blackboard.com/webapps/blackboard/messaging/course/composeMessage.jsp?nav=messages&course\\_id=\\_1871\\_1&folder=inbox](https://lunabb.blackboard.com/webapps/blackboard/messaging/course/composeMessage.jsp?nav=messages&course_id=_1871_1&folder=inbox). The interface includes a recipient selection dropdown with names like Alan Finkbone, Sherry Goodyear, and Natalie Lopez. Below this are fields for Cc and Bcc. The main section is titled "COMPOSE MESSAGE" and contains a subject field with "Greetings" and a body text area with the message: "Hi Everyone, Hope this is answering all of your questions. Thanks, Ms. Goodyear". Below the body is a path field showing "Path: p" and a word count of "Words: 13". The "ATTACHMENT" section shows an upload area with a file named "Persuasive Speech Samples.docx" and a "Remove" button. At the bottom right, there are "Cancel" and "Submit" buttons. Two orange arrows point to the "Remove" button and the "Submit" button. The Windows taskbar at the bottom shows the time as 6:07 PM on 4/27/2018.



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