

Sending Email to Course Participants

On the **Communication** page, click on **Messages**. This will take you to a page showing your Inbox and Sent folders. Click on **New Message**.

Announcements

Collaboration

Discussion Board

Group Pages

Messages
Messages

Roster

Send Email
Send email.

Wimba Pronto
Wimba Pronto access

JOHNJ HKEIER TEST (JOHNJ HKEIER TEST) > COMMUNICATIONS > MESSAGES

Messages

New Message

Folder	Unread	Total
Inbox	0	0
Sent	0	0

OK

On the next page, select your message recipients by clicking on the "To:" button and highlighting participant names. You may Cc or Bcc other participants enrolled in the course.

Compose your message using the Subject Line (required) and Body text box. Attachments may not be sent using Blackboard's message center.

When you are finished composing your message, press **Submit**.