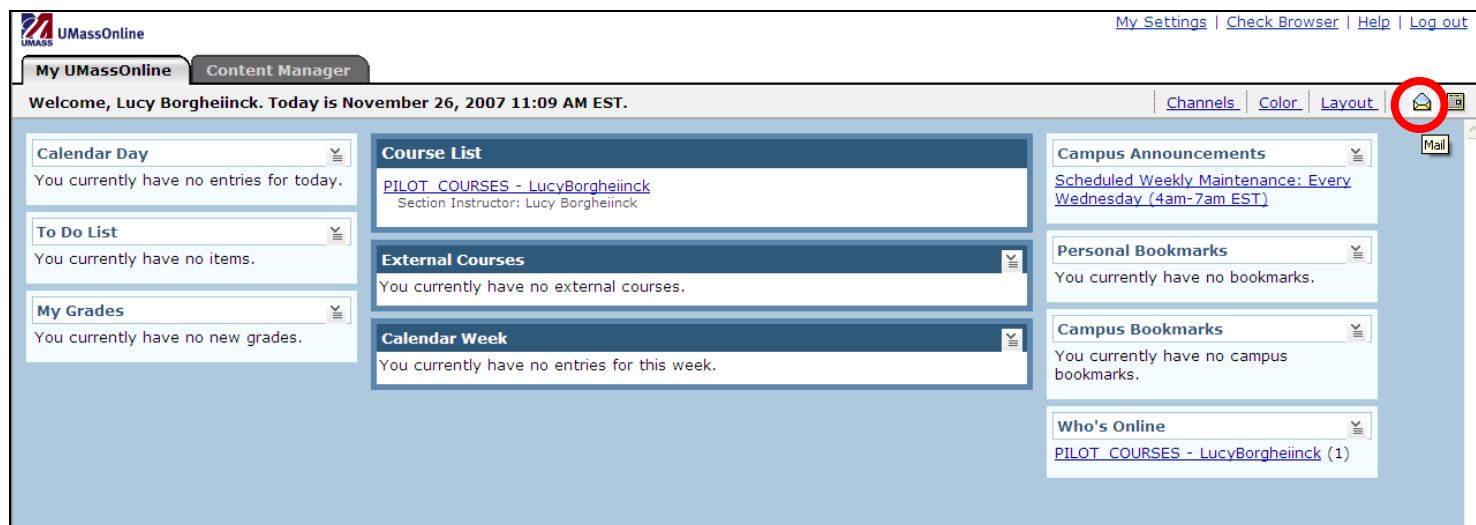
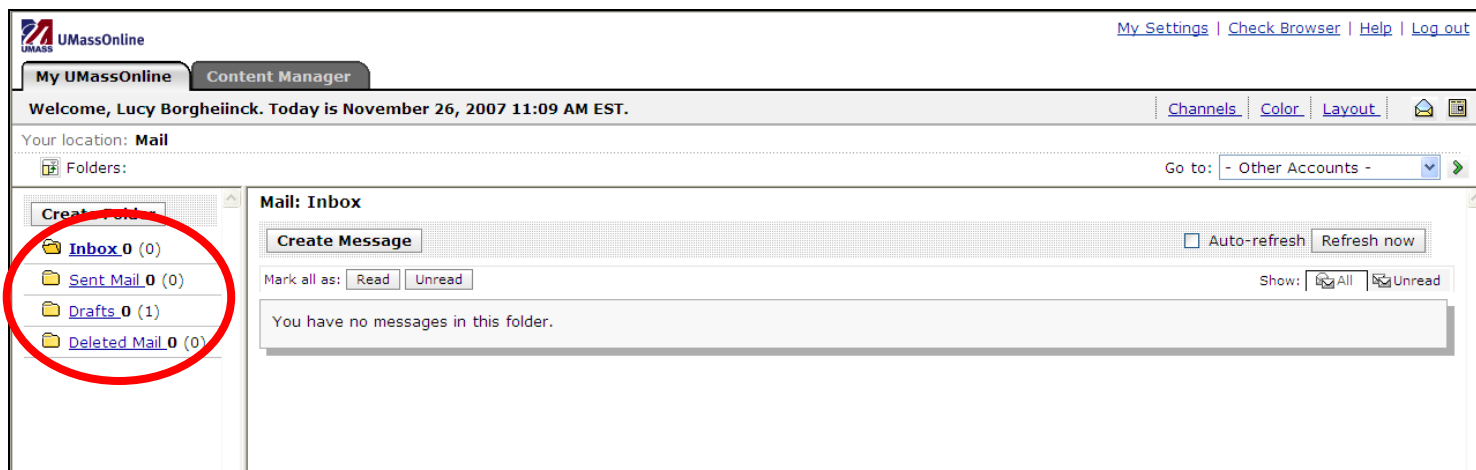


Reading your mail in Blackboard Vista 8.0.1

1. Login to Blackboard Vista 8.0.1.
2. From the My Emmanuel College page, click on the Mail icon (open envelope) in upper right.



3. There will be a folder for each of your courses. Click on the course in order to read messages from people in that course.
4. On the left side of the page there are folders for your Inbox, Sent Mail, Drafts, and Deleted Mail. Click on the folder containing the message you wish to read.



5. Click on the Subject of the message to read it.
6. If you wish to reply to, forward, print or delete the message click on the appropriate button above the message. If you do not care to respond, click on Close Window. This will take you back to the mail folder.