

## Sending 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 on the far upper right.
3. There will be a folder for each of your courses. Click on the course of your liking to access messages from people in that course.

EMMANUEL COLLEGE

My Settings | Check Browser | Help | Log out

My Emmanuel College Content Manager

Welcome, Lucy Borgheiinck . Today is January 29, 2008 10:53 AM EST. Channels Color Layout

Calendar Day  
You currently have no entries for today.

To Do List  
You currently have no items.

My Grades  
You currently have no new grades.

Course List  
Library Sandbox - borghelu sandbox  
Training - Training Sessions

Campus Announcements  
Use of the SLASH (/) Character

External Courses  
You currently have no external courses.

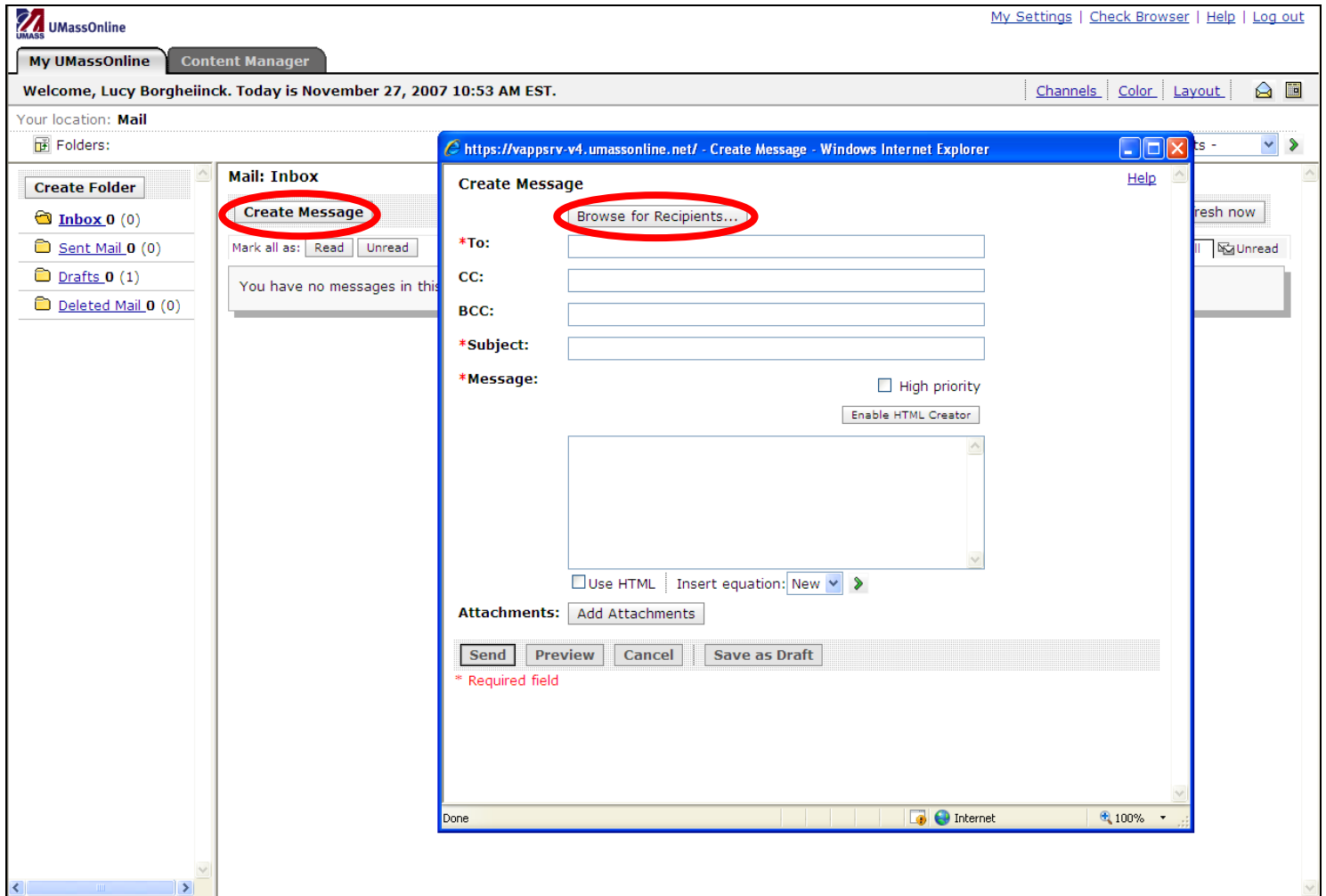
Calendar Week  
You currently have no entries for this week.

Personal Bookmarks  
You currently have no bookmarks.

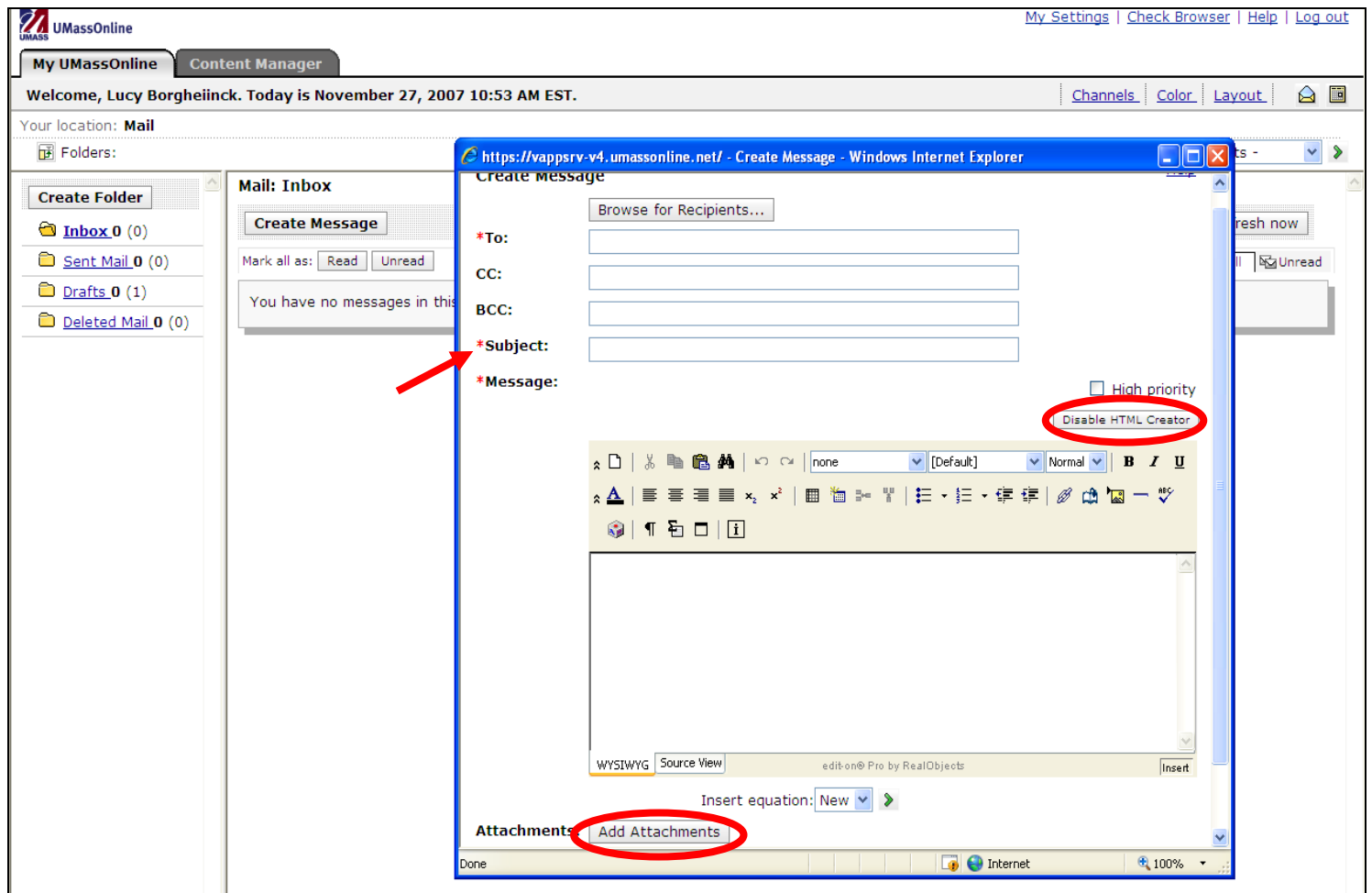
Campus Bookmarks  
Emmanuel College Library

Who's Online  
Library Sandbox - borghelu sandbox (1)  
Training - Training Sessions (4)

4. To create a new message, click on the Create Message button at the top of the list of messages in your inbox.
5. First, type the name of the person to whom you would like to send the message in the text box marked To:. If you don't know their full name or the proper spelling, click on Browse for Recipients directly above the To: box.



- Next, type something in the Subject text box, preferably a word or phrase related to the message you are about to write.
- Then you may begin typing the message in the Message text box. If you wish to use a word processing format, click the Enable HTML Creator button.
- To attach a file or document, click the Add Attachment button underneath the message text box. This will allow you to browse for the file on the computer you are using or from within your Blackboard Vista 8.0.1 account.



9. Click on the checkbox next to the file you wish to attach and then click on the Add Selected button at the bottom of the list. If you click on the title of the file it will ask if you want to open or save the file. When browsing from your computer, just click on the file title and it attaches automatically.
10. When you are finished composing the message, you have the option of sending it, previewing and then sending it, or saving it in the draft folder of your mail account.

