Blackboard Connect: Sending a Message

From the Home page, click **Send a Message**

There are three choices:

*Emergency*: (definition of Emergency messages)

*Outreach*: (definition of Outreach messages)
There are several Delivery Modes:

- Phone message
- Email
- Text Message
- Pager
- Facebook
- Twitter
- RSS
- CAP

Let's start with Email. Click .

Give your announcement a Title.
Message type: Outreach
Title: Weather Alert. Campus Closed
To: 
Mode: Voice, Email, and Text
Delivery Mode: Email
From: UNIVERSITY OF MAINE SYSTEM
Subject:

Message Body:

Time Zone: GMT-05:00 Eastern Time (US & Canada)
When:

No Dates Selected. Please add a date.
Select recipients.

**Send Message To:**

- **Select by:** Groups

**Build Your Include List**

- **Site**
- **Portal Groups**
  - Start with
  - Search

**13 groups found. 0 selected. Select all**

- Alerts (Portal)
- Augusta Campus (Portal)
- Bangor Campus (Portal)
- DMC Alerts (Portal)
- LAU Storm Line (Portal)
- Off-Campus Students (Portal)
- Parking Emergencies (Portal)

**Add a subject and the message.**

**Subject**

**If you are going to send other types of messages, you can Copy To those formats.**

**Copy Modes...**

**You can schedule a message to be sent in the future or click NOW for it to be sent immediately.**
Click Next.

No Dates Selected. Please add a date.