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)
Survey: this has not been activated at this time.

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.
Send a Message

Message type: Outreach

Title: Weather Alert, Campus Closed

To...

Select Map Area...

Add Languages...

Delivery Modes:

Email

From: UNIVERSITY OF MAINE SYSTEM (umaine.alerts...)

Subject:

Insert Text Here:...

Copy Modes... Insert Variable Insert Script / HTML Templates Save as Script

Attach File: Select file...

Time Zone: (GMT-05:00) Eastern Time (US & Caras...)

When: Now Later

Select a date: 20 Nov 2018 11:00, Add Selected Date

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

Send Message To:

Select by: Groups

Add a subject and the message.

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

You can schedule a message to be sent in the future or click NOW for it to be sent immediately.
No Dates Selected. Please add a date.

Click Next.