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.
Send a Message

Message type: Outreach

Title: Weather Alert: Campus Closed

To...

Select Map Area...

Delivery Modes:

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

Insert Script / HTML templates:
Save as Script:

Attach File:
Select files...

Time Zone: (GMT-05:00) Eastern Time (US & Canada)
When:
- Now
- Later
Select a date: 20 Nov 2018 11:00
Add Selected Date

Characters remaining: 200

Cancel Save as Draft Next
Select recipients.

**Send Message To:**

- **Select by:** Groups

**Build Your Include List**

- Site
- Portal Groups
- Starts with

- **Include List**

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

- **3 groups found. 0 selected. Select all.**

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.
No Dates Selected. Please add a date.

Click Next.