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

Allow Responses
Applicable to Voice, Email and Text.

Mode Prioritization
Applicable to Voice, Email and Text.

Title: Weather Alert, Campus Closed

To:
Select Map Area...

Add Languages...

Delivery Modes:

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

Subject

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

When:
Now
Later
Select a date: 20 Nov 2018 11:00
Add Selected Date

No Dates Selected. Please add a date.

Save as Draft
Next
Select recipients.

Send Message To:

Select by: Groups

Build Your Include List

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.