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 on the Email icon.

Give your announcement a Title.
Send a Message

Message type: Outreach
Title: Weather Alert: Campus Closed

Email:
From: UNIVERSITY OF MAIN SYSTEM
To: Select Map Area

Delivery Mode:

Subject:

Insert Script/HTML Templates
Save as Script

Attach File:
Select file...

Time Zone:
(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.
Select recipients.

**Send Message To:**

Select by: Groups

**Build Your Include List**

- Site
- Add
- Portal Groups
- starts with
- P
- Search

13 groups found. 0 selected. □ Select all

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<th>Name</th>
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<td>Alerts (Portal)</td>
<td>Severe Network Outages (Portal)</td>
<td>Storm Live (Portal)</td>
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<tr>
<td>Augusta Campus (Portal)</td>
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<td>Bangor Campus (Portal)</td>
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<td>LAC Storm Live (Portal)</td>
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<td>Parking Emergencies (Portal)</td>
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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.

Click Next.