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.
Select recipients.

**Send Message To:**

Select by: Groups

Add List

Build Your Include List

- Site
- Group
- Name
- Select by
- Groups
- Add
- Search
- portal groups
- starts with
- P

13 groups found. 0 selected. Select all

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.