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:

Add Languages:

Delivery Modes:

Email:

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

Subject:

Text area for message content.

Attach File:

Time Zone:

When:

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.
When

- Now
- Later

Select a date: 20 Nov 2018 11:00 AM

Add Selected Date

No Dates Selected. Please add a date.

Click Next.