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...

**Add Languages...**

**Delivery Modes:**

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**Email**

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

**Subject:**

**Text Area:**

`YOUR MESSAGE HERE`

**Copy Modes...**  Insert Variable  Insert Script/HTML Templates  Save as Script

**Attach 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

- List 1
- Add List

**Build Your Include List**

- Site
- Ad

Portal Groups: starts with P

13 groups found. 0 selected.  Select all

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

You can schedule a message to be sent in the future or click NOW for it to be sent immediately.

Add a subject and the message.

If you are going to send other types of messages, you can Copy To those formats.

Copy Modes...
When

- Now
- Later

Select a date: 20 Nov 2018 11:00 AM

Add Selected Date

No Dates Selected. Please add a date.

Click Next.