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:

<table>
<thead>
<tr>
<th>Delivery Mode</th>
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</thead>
<tbody>
<tr>
<td>Phone</td>
</tr>
<tr>
<td>Email</td>
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<tr>
<td>Text Message</td>
</tr>
<tr>
<td>Pager</td>
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<tr>
<td>Facebook</td>
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<td>Twitter</td>
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<tr>
<td>RSS</td>
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<tr>
<td>CAP</td>
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</tbody>
</table>

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 Mode:

Email:

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

Subject:

Message:

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

Attach File:

Time Zone:

When:

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
- Ad
- Portal Groups
- Name
- Name
- Name

13 groups found. 0 selected. □ Select all

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.

No Dates Selected. Please add a date.

Click Next.