

Using attachments in mail and discussions

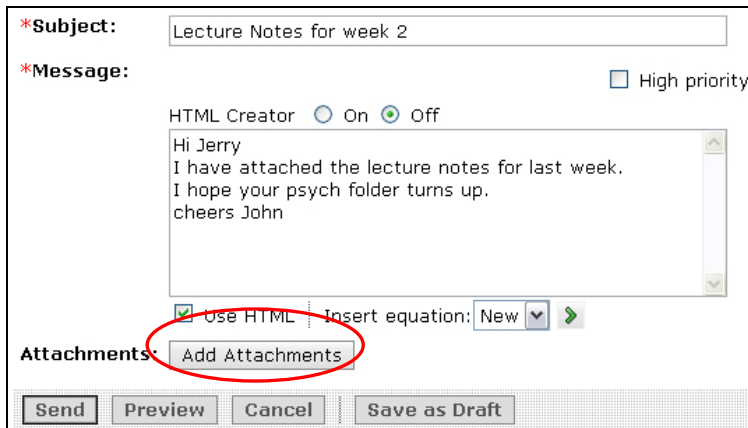
Step-by-step guide for students and instructors

For Blackboard Vista 4.x

Attachments are files that are sent with a mail or discussion message. Attachments are used when it is more appropriate to send the information via a file rather than in the body of the message. One or more files can be attached to a message.

Attaching a file

- Using the **Mail** or **Discussion** tool, create a new message and type in who the message is to be sent to (for Mail), the subject and a message.



*Subject: Lecture Notes for week 2

*Message: High priority

HTML Creator: On Off

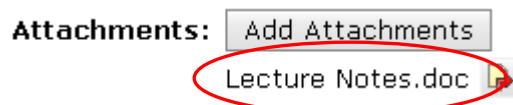
Hi Jerry
I have attached the lecture notes for last week.
I hope your psych folder turns up.
cheers John

Use HTML | Insert equation: New

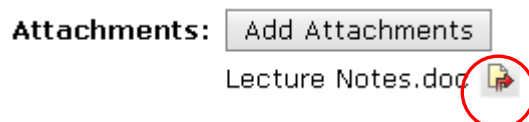
Attachments: **Add Attachments**

Send Preview Cancel Save as Draft

- Click on **Add Attachments**; the Content Browser window will appear
- Click on **My Computer** and browse to find the file you would like to attach, then click **Open**.
- A **File Status** window will appear while the file is uploading.
- When the file has loaded you will be able to see the name of the attached file.




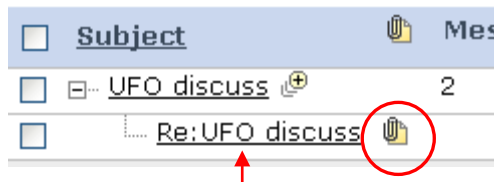
- If you need to remove the attachment click on the *remove attachment* button.



- Your message is now ready to send:
 - for a mail message, click on **Send**
 - for a discussion message, click on **Post**.

Opening an attachment

You can recognise when a mail or discussion message has an attachment by the attachment icon  displayed near the message subject.



1. Click on the **Subject** to open the message.



2. Then click on the *file name* to open the attachment.
Note: in a Mail message, click on **View Attachments**, and then click on the file name.
3. You will be given the option to **Save** or **Open** the file.

Need more information?

For more information see [Using the discussion tool](#) and [Using the mail tool](#)

References:

Designer and Instructor Reference: Application Pack 2 for Blackboard Learning System – Vista Enterprise License (Release 4) 2006 Blackboard Inc.

Vista 4.2 Online Help (Blackboard Inc.)

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