

# Using the mail tool

## Step-by-step guide for all users


For Blackboard Vista 4.x

The Mail tool allows you to communicate via email with other people in your course. Mail messages can be sent to an individual or a group.



**Note:** the **Mail** tool is separate from your university email.

## Accessing mail

### From the home page

1. Click on the **Mail**  icon located in the top right hand corner of the page.
2. A list of your courses that have the **Mail** tool available will display.

Your location: **Mail**

Name 	Messages	Unread
 <a href="#">Psychology B</a>	(1)	1
 <a href="#">Thinking and Writing at University</a>	(1)	1

3. Click on the name of the course to view mail for that course.

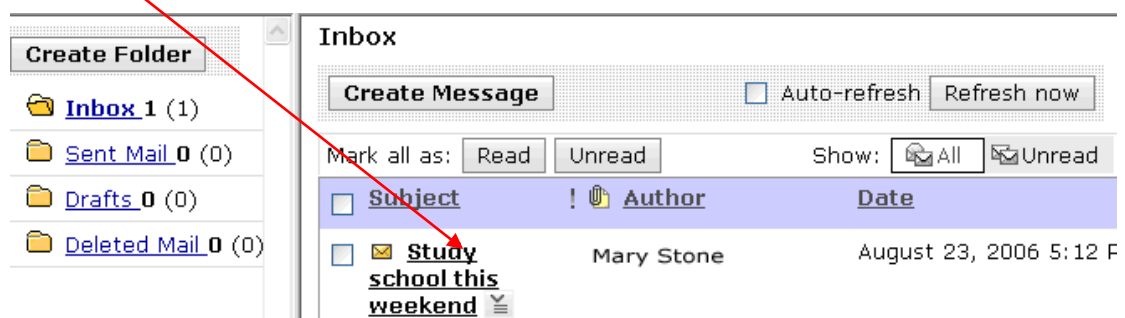
### From the within a course

1. Click on the **Mail**  **Mail**  icon located under **Course Tools** on the left of any page within your course.

**Note:** the green asterisk indicates there is new mail that you haven't yet opened.

## Reading mail

1. When you access your mail, the view you see will be the **Inbox**. Click on the **Subject** link to open that mail message.



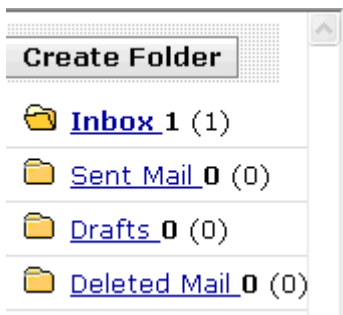
The screenshot shows the Mail tool interface. On the left, there is a sidebar with folders: **Inbox 1 (1)**, **Sent Mail 0 (0)**, **Drafts 0 (0)**, and **Deleted Mail 0 (0)**. The main area is titled **Inbox** and contains a **Create Message** button, an **Auto-refresh** checkbox, and a **Refresh now** button. Below these are controls for **Mark all as:** **Read** and **Unread**, and a **Show:** dropdown menu with **All** and **Unread** options. The email list has columns for **Subject**, **Author**, and **Date**. The first email is from **Mary Stone** with the subject **Study school this weekend** and a date of **August 23, 2006 5:12 F**. A red arrow points from the **Subject** column header to the **Study school this weekend** subject line.



- When finished, click **Close this window**, to see the **Inbox** again.

## Creating a folder

There is a list of folders on the left of your mailbox. Your **Inbox** holds all of your new emails. There are also folders to hold your sent mail, draft messages and deleted mail.



### To create a new folder

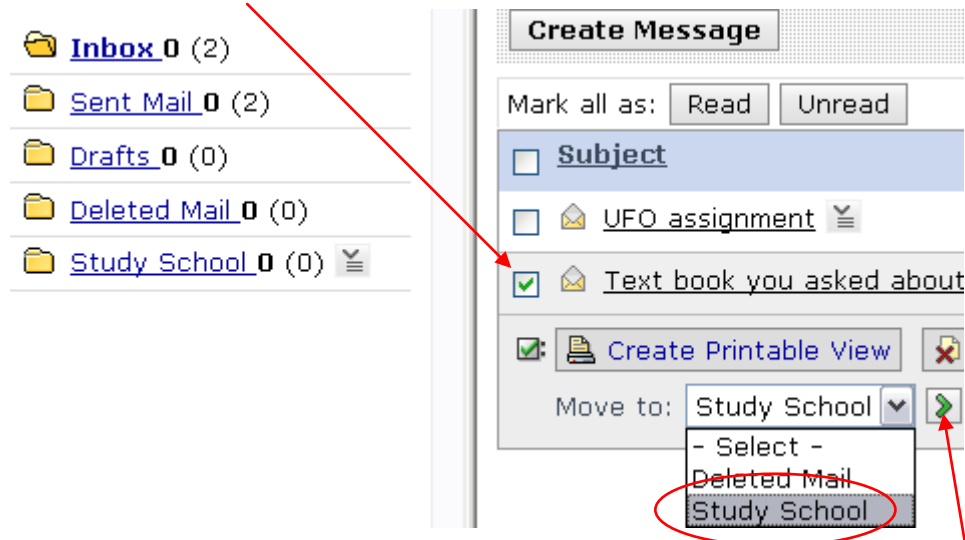
- Click on **Create Folder**.
- Enter a name for your folder and click **Create**.
- Your new folder will now display in the list of folders.



- Click the *ActionLinks* icon to choose to delete or rename the folder.

## To move a message into a folder

1. Click to put a tick in the box beside the message you want to move.



2. Choose the Folder you want to move the message to and click the green arrow to move the message.

## Deleting a mail message

### To delete a mail message

1. Check the box beside the message you want to move.



2. Click **Delete**.

### To delete an open mail message

1. To delete a message currently displayed, click **Delete**.
2. Messages are moved to the **Deleted Mail** folder, and can be retrieved if necessary.

## Replying to mail


1. From your **Mail box**, click the subject of the message you wish to reply to. The mail message appears.
2. Select who to reply to:
  - To reply to just the sender of the message, click **Reply**
  - To reply to the sender and all recipients of the message click **Reply to All**
3. The **Create Message** window appears with the names of all recipients in the **To** text box and the original message in the **Message** text box.
4. Type your message in the **Message** text box.
5. To format text using typical Word features such as lists, font style and size or to add tables or hyperlinks etc, click the **HTML Creator** radio **ON** button to see the options available.

6. Click **Send**
7. The **Mail box** appears and your message is moved to the **Sent Mail** folder.

## Sending mail

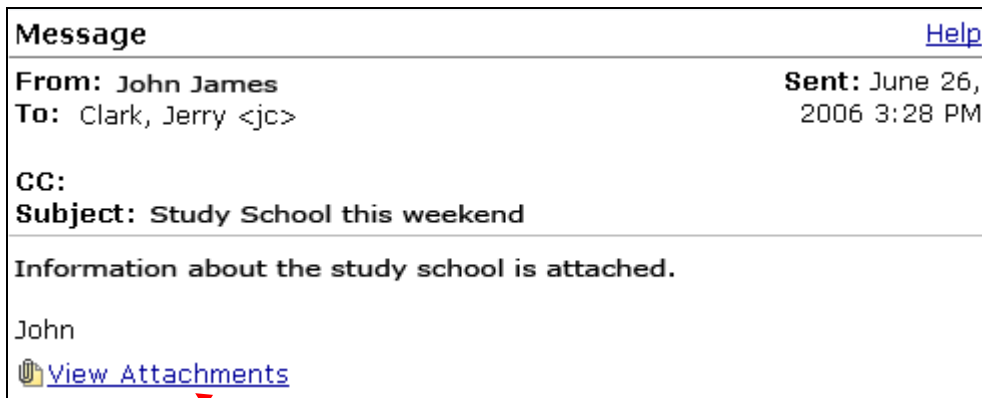
1. Click on the **Mail** icon.
2. From the **Messages** screen, click **Create Message**. The **Create Message** window appears.
3. Select the recipient(s)
  - Click **Browse for Recipients**.
  - The **Select Message Recipients** window appears.
  - Under **To**, click the check box(es) for the people you want to receive your message.
  - Click **Save**.
4. The **Compose Message** window appears with the selected recipient(s) in the **To** text box.
5. In the **Subject** text box enter a subject for your message.
6. In the **Message** text box, type your message.
7. Click **Send**
8. The **Message** screen appears and the message is moved to the **Sent Mail** folder.

## Messages with attachments

Files can be sent along with a message to recipients. When a file is attached to a message the attachment icon  is displayed next to the sender's name in the **Message** window.



1. To view the attached file, click on the message subject to open the message



2. Click on **View Attachments** at the end of the message to see the list of files attached.

3. Click on the name of the file you wish to view
4. When you have finished viewing the file, close the file window, click **Cancel** on the window displaying the list of files and then **Close this window** on the email message to return to the **Messages** window.

## Creating a printable view and saving mail

The *Create printable view* feature allows you to select mail messages, compile them into one file and then print or save the file to a disk.

From the **Messages** screen

1. Click the folder that contains the messages you want to compile and print or save.
2. Under **Subject** select the check box next to each message you want to compile. Clicking the check box next to **Subject** will select all messages in the folder.
3. Click **Create printable view**. The **Compiled Messages** screen appears.
  - To print the compiled files, click **Print**
  - To save the compiled messages, click **Save as File**. Your browser's **Save File** dialog box appears.
    - Select the appropriate destination, and click **Save**.
    - To return to the *Messages* screen, click **Cancel**.

## Forwarding mail to an external email account

You can forward copies of your incoming mail to an external email account (e.g. your university account):

From **Home** (the page that lists all of your courses):

1. Click on **Settings >> My Profile**
2. Click on **Edit Profile**.
3. Enter your email address and click **Save**.
4. Click on **My Tool Options**.
5. Under the heading **Mail**, click the checkbox next to: **Forward all mail messages to the e-mail address in my profile**
6. Click **Save**

All mail messages received will now arrive in your external email inbox.

**Note:** you cannot reply to these messages from your external email, you must open your course and reply 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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