



Email Interface

Mail allows you to communicate privately with other users who are enrolled in the same courses in which you are enrolled. Mail includes features common to most standard e-mail programs such as:

- send, receive, and forward messages, in plain text or HTML.
- attach files..
- carbon copy or blind carbon copy message recipients.
- print, search, compile, and organize messages into folders.

Accessing Mail

You can access all mail for all your courses from My Blackboard. Accessing Mail within a course will display Mail only for that particular course.

To access Mail from My Blackboard:

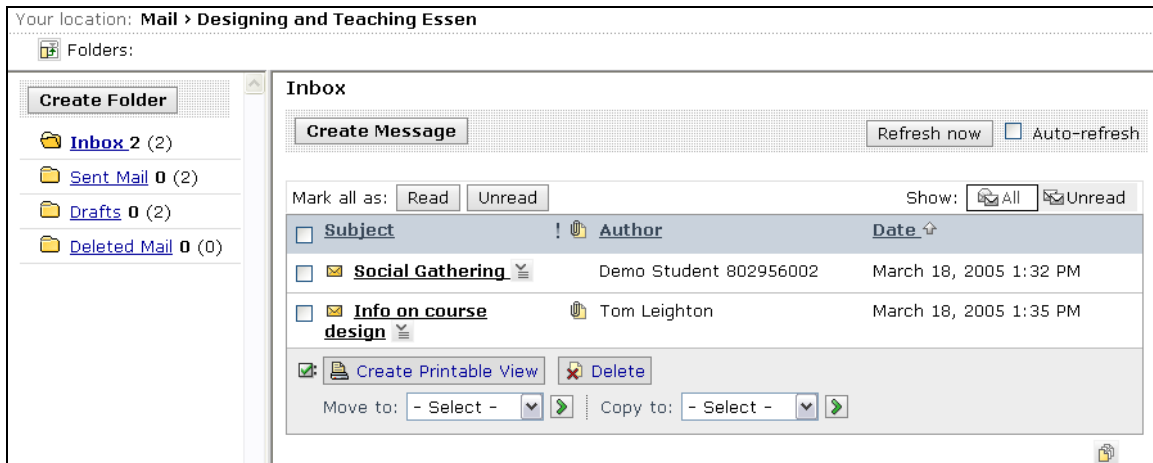
1. From the Toolbar, click the **Mail** icon. The global view of mail appears, listing all the courses in which you are enrolled.

A screenshot of the Mail interface. At the top, it says "Your location: Mail". Below that is a table with three columns: "Name", "Messages", and "Unread". The table lists two courses: ".CE 6 preview course - Sample Biology Course" and ".CE 6 preview course - Sandbox Course". Both courses show "(0)" in the Messages column and "0" in the Unread column.

Name	Messages	Unread
.CE 6 preview course - Sample Biology Course	(0)	0
.CE 6 preview course - Sandbox Course	(0)	0

2. Click the hyperlinked name of the course. The main Mail screen appears, displaying Mail for the selected course.

The Mail Interface



On the Mail screen:

- Folders are listed in the left frame. The number in parentheses is the total number of messages in the folder; the number outside the parentheses is the number unread. The open folder's messages are displayed in the right frame.
- Messages are listed in the right frame. Unread mail is indicated by the closed mail icon to the left of the message title.

To read a message, click its hyperlinked subject title.