Blackboard provides a built-in, self-contained, course messaging system. Blackboard course messages are automatically saved and stored in the course for retrieval.

You can access **all** of your messages through your Blackboard home page > Notification Dashboard > “My Messages” module.

You can access **course specific** messages through the course tool in Course Management > Course Tools > Course Messages.

To **read** a message, select the subject to launch the “View Message” pane.

To **send** a message, select “Create Message” in the action bar.