# How to send a message using Course Messages

Course Mail on Blackboard 9.1 is known as Course Messages.

Note: Course Messages in blackboard are internal to blackboard. External email addresses cannot be entered and mail cannot be forwarded to an external email address.
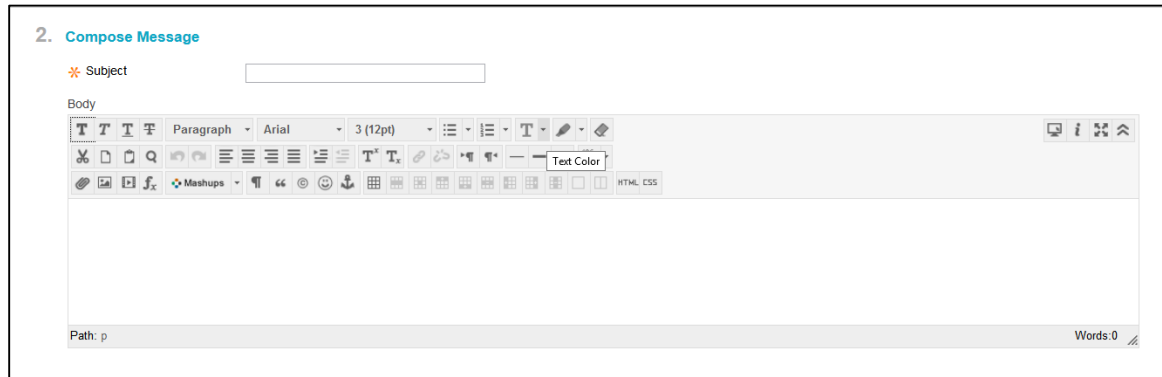
1. On the **Course Menu** under **Course Tools** select **Course Messages.**

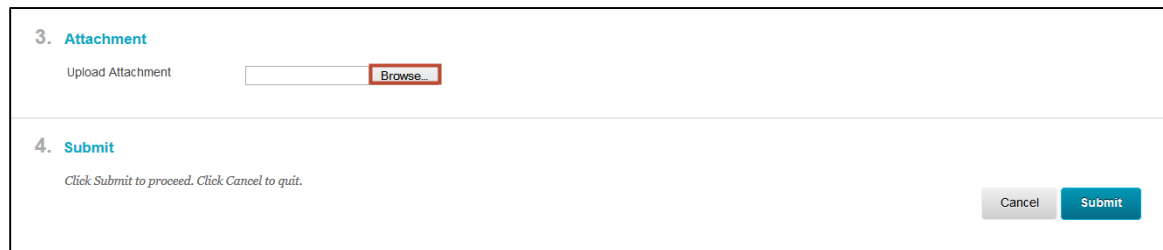2. On the Course Messages page, click **Create Message**.
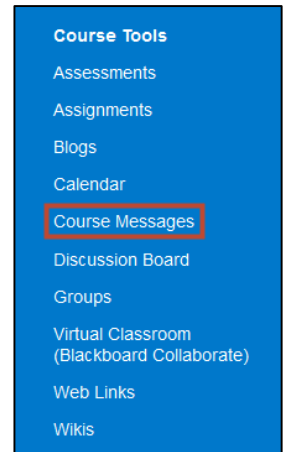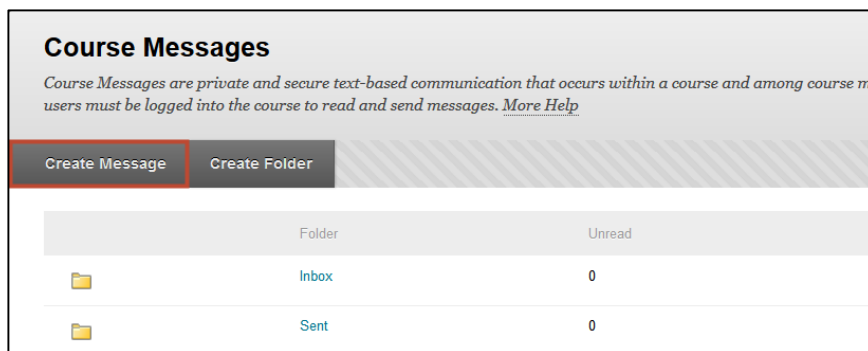
3. On the Compose Message page, click **To**. A list of course members appears.

4. In the **Select Recipients**, select the recipients in the box and click the right-pointing arrow to move them into the **Recipient** box. A back arrow is available to move a user out of the recipient list.

5. You can use the Cc, and Bcc functions to send the course message to those users that may be interested in the message, but are not the primary recipients. When using Bcc, other recipients do not know that the users listed in the Bcc field are receiving the message.
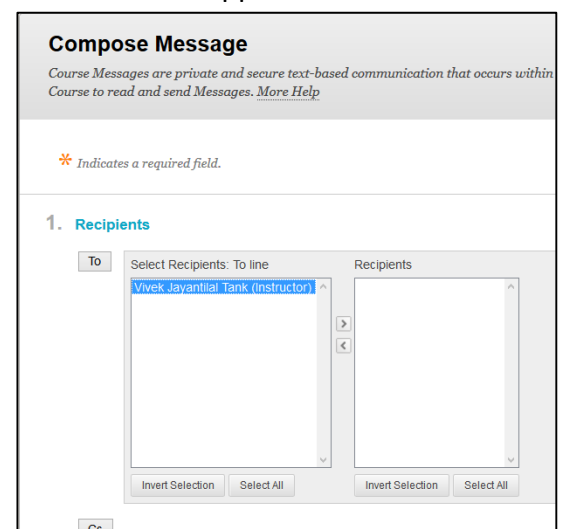
6. Type your Subject.

7. Type a message. Optionally, you can use the content editor to format the Body text.

8. Click **Browse** to select a file to attach to the message. If the message is a reply or a forward, you have the option of including the original attachment.

9. Click **Submit**. Remember course messages can only be viewed inside the course.