Adding the My Messages Module

The My Messages module allows you to add a module to your UST Blackboard homepage to list all new messages in all of your courses. In addition, the module gives you direct access to the new message(s).

**How to add the My Messages module**

1. Log into Blackboard.

2. Click **Add Module** button on the UST Blackboard homepage.

3. Locate the **My Messages** module on the page. Click the **Add** button.

4. Click the **Ok** button located at the bottom of the page.
5. You will return to the UST Blackboard homepage. The **My Messages** module will be visible.  
*(In this example, course #1 is highlighted in green and course #2 is highlighted in yellow.)*

![My Messages Module](image1)

Below are the results after clicking the links in **My Messages** module.

![Folder: Inbox](image2)

![Folder: Inbox](image3)