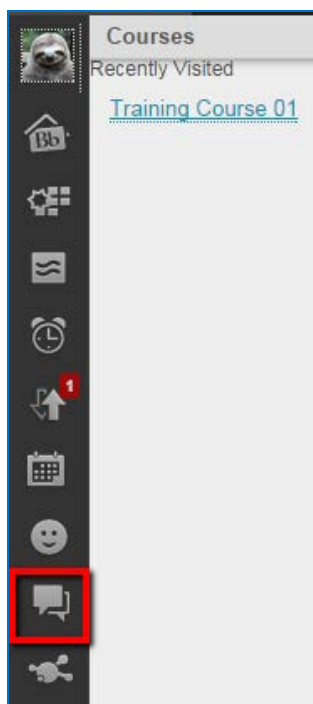


Social Learning: Messages

After establishing a Social Learning Profile and an Academic Network, you can communicate with people in your Network via the Messages tool in Blackboard. This tool differs from the tool called Course Messages, which permits communication only with other users in a particular course.

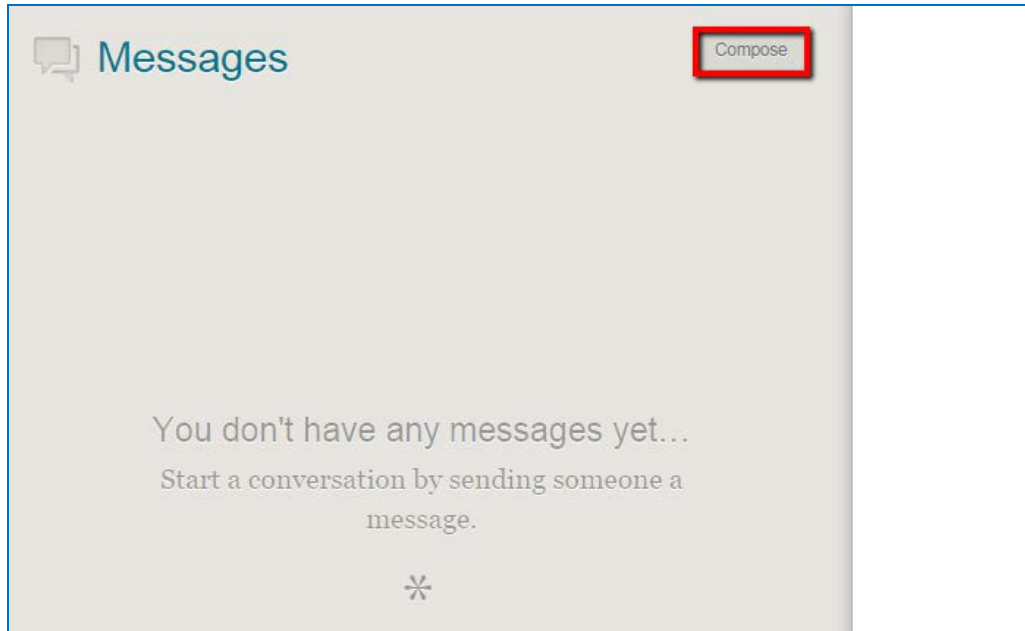
Messages do not accommodate rich text, graphics, or attachments—just plain text. The tool does allow you to keep and track conversations with users, as well as to delete messages when they are no longer needed.

1. On the Global Navigation menu, click the **Messages** icon. This icon will display a notification indicator if your message queue contains unread correspondence.

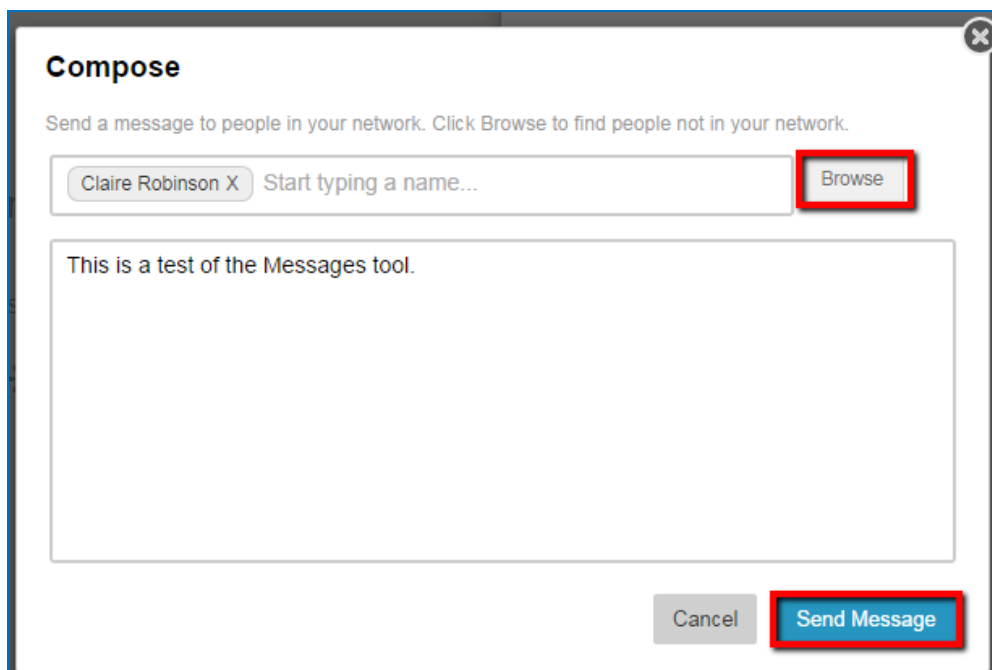


2. If you have not yet created a Profile, Blackboard will take you through the steps to create a MyEdu account. (*See the tutorial on Profiles to learn more.*)

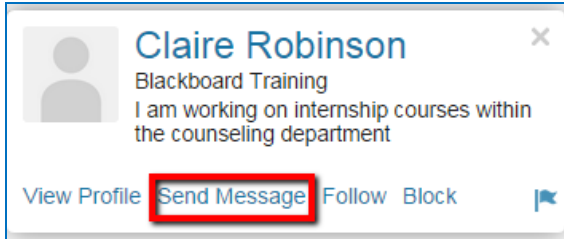
3. The Messages page opens. If you have recently received messages, they appear in the left pane. Click on a message to display the history of Messages to and from that sender in the right pane, where you can also reply to the recent message. The left pane also contains a **Compose** button, which you can click to start a new Message.



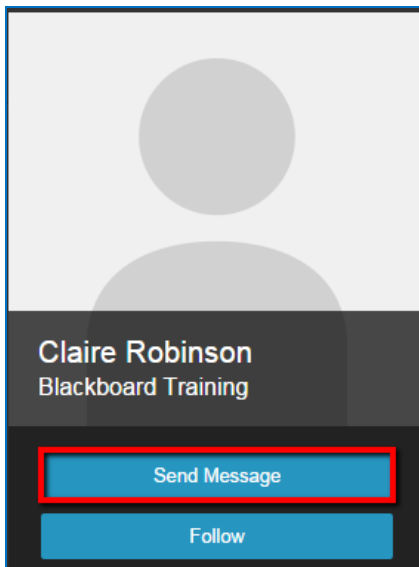
4. In the Compose window, either type names of people in your Network, or click **Browse** to search beyond the Network by first or last name. You may send the Message to more than one recipient. Type the text of the Message in the lower box, and click **Send Message** when ready.



You may also send a Message to one and only one recipient directly from the People tool. On the Global Navigation menu, click the **People** icon. Locate or search for your intended recipient, point the mouse to that person's card, and click **Send Message**. The recipient need not be a member of your Network; you may use the Message to invite her or him to join the Network.



You can also click **View Profile** to see more information about the recipient, and from within the Profile click the **Send Message** button. A different Message window opens, one that does not allow you to add any recipients.



After you have sent a Message, the beginning of it appears at the top of the left pane of the Messages page. Click it to view the complete Message in the right pane, where you may add corrections to the Message you have sent (but not edit the actual Message text).

