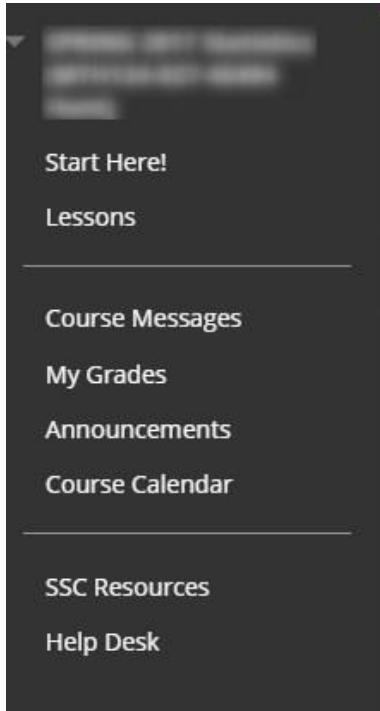


How to Create Messages

You can send a messages to your instructor or another student. These messages are delivered to the course messages area in Blackboard but are **not** sent to their Stark State email.

Directions:

1. Go into your course.
2. Click on the **Course Messages** link.



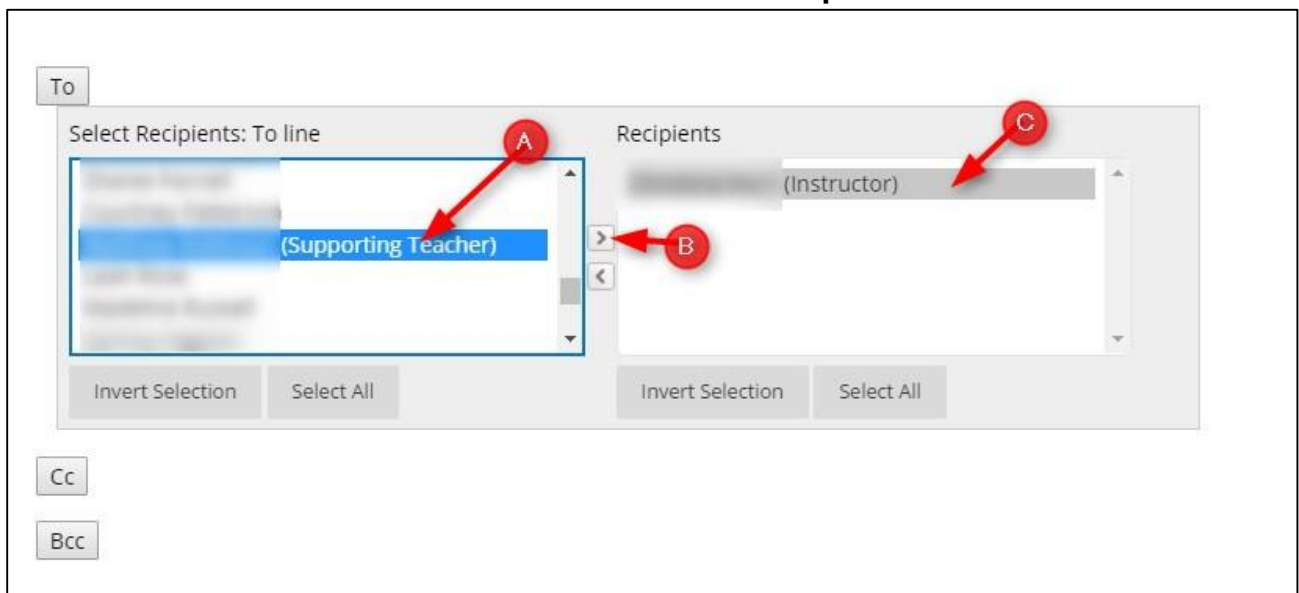
3. Click on **Create Message**



4. Choose your Recipients by clicking on **To**



5. Select the **name** and click the > to move them to the **Recipients** area



6. Add your **Subject** and **Message**

COMPOSE MESSAGE

* Subject

Body

Paragraph - Arial - 3 (12pt)

Path: p Words:0

7. Click **Submit**

*Click **Submit** to finish. Click **Cancel** to quit.*

Cancel **Submit**