Messages

Stay connected by viewing and sending your messages from one place.

Navigating Messages

1. Navigate to https://blackboard.towson.edu
2. Log in with your TU NetID and Password
3. Click on your Messages
4. When there is a new message, a number will appear above the Messages tab

![Figure 1](https://example.com/message1.png)

To read your Messages, click on the course that says unread messages

![Messages](https://example.com/messages.png)

Sending Messages

1. Navigate to https://blackboard.towson.edu
2. Log in with your TU NetID and Password
3. Click on your Messages
4. Select the course you would like to send a message to
5. Select Create Message
6. To add someone in the “To” field, select To
7. If you would like to add someone to the CC or BCC list, click on that option respectively
8. Find the name of the student(s) to send the message to and click on their name. You can select multiple names by holding Ctrl down on the keyboard while clicking names.
9. Select the Right arrow in the middle to move the name(s) over to the Recipients list
10. Scroll down and enter your Subject and Message
11. Click Submit