

# Ultra Base Navigation

## Messages

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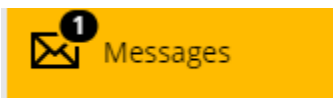
## Messages

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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**

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



**Figure 2**

### *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**