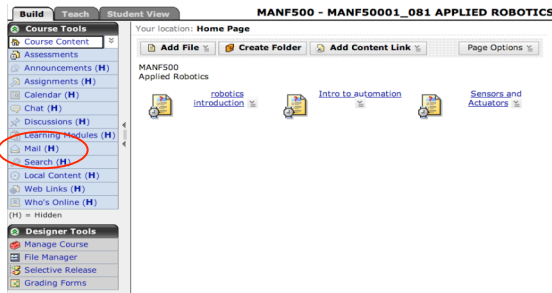


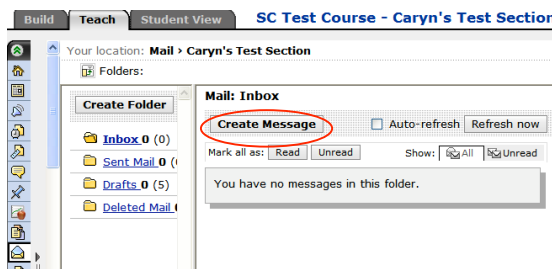
Mail

Vista has its own internal mail system. The mail system can be set (under **My Settings**) to forward alerts to members at external email accounts. Users cannot reply to these alerts. They must log in to Blackboard Vista 4 to reply.

You can send Blackboard Vista 4 mail from both the **Build** and **Teach** tabs.



- Click on the **Mail** link under **Course Tools**.



- Click on **Create Message**.

Create Message

Browse for Recipients...

*To: _____

CC: _____

BCC: _____

*Subject: _____

*Message: _____ High priority

Use HTML Insert equation:

Attachments:

* Required field

To fill in the To, CC and BCC lines:

- **click** on Browse for Recipients.

Select Message Recipients

Select roles

To	CC	BCC	Role Description
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	All Section Instructors
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	All Section Designers
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	All Teaching Assistants
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	All Students
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	All Auditors

Select Individuals and Groups

To	CC	BCC	Name
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Michael Bankowski
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Jack Blakely
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Alan Burnett
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Jennifer Couture
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Andrew Curioso
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Michael Grant
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Jordan Greenberg
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Erich Keane
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Harold Kollmeier
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	John Landry

- Select recipients by **Roles, Groups or Individuals.**

- Click **Save.**

Create Message He

***To:**
 Michael Bankowski (bankowskim) ; Jack Blakely (blakelyj) ; Alan Burnett (burnetta) ; Jennifer Couture (couturej1) ; Andrew Curioso (curiosoa) ; Michael Grant (grantm1) ; Jordan Greenberg (greenbergj) ; Erich Keane (keanee) ; Harold Kollmeier (kollmeierh) ; John Landry (landryj)

CC:

BCC:

***Subject:**

***Message:**

High priority

Use HTML | Insert equation:

Attachments:

* Required field

- Enter a **Subject.**
- Enter a **Message.**
- Click **Save.**

Your location: Mail > Designing and Teaching Essen

Folders:

Inbox

Auto-refresh

Mark all as: Show:

<input type="checkbox"/>	Subject	Author	Date
<input type="checkbox"/>	Social Gathering	Demo Student 802956002	March 18, 2005 1:32 PM
<input type="checkbox"/>	Info on course design	Tom Leighton	March 18, 2005 1:35 PM

Move to: | Copy to:

In the **Inbox** window you can:

- **View Received Messages**
- Mark messages as **Read or Unread**
- **Reply to Messages**
- **Forward**
- **Print**
- **Delete.**

College of WENTWORTH
 My Wentworth Administration Content Manager

My Settings | Check Browser | Help | Log out

Welcome, John Landry. Today is December 13, 2007 3:05 PM EST.

<p>Calendar Day</p> <p>You currently have no entries for today.</p> <p>To Do List</p> <p>1 - cKk</p>	<p>Course List</p> <p>ARCH556 - ARCH55601 081 DESIGN STUDIO 5 Section Instructor: Monique Fuchs, John Landry, Manuel Delgado</p> <p>ARCH590 - ARCH59003 072 URBANLANDSCAPE Section Instructor: John Landry, Manuel Delgado</p>	<p>Personal Bookmarks</p> <p>You currently have no bookmarks.</p> <p>Campus Bookmarks</p> <p>You currently have no campus</p>
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Mail can also be accessed from the **My Wentworth** tab.