



Blackboard Tips & Tricks

Email and Messages

Email:

There is **no** record kept within Blackboard of any Emails originating from within Blackboard. When you use Email within Blackboard, the recipient of your message will need to check their SIUE email to access your Email message. You, the sender, will receive a copy of each Email message you send. Your Email receipt message will not be delivered within Blackboard, but rather will be accessed by you through your preferred SIUE Email client.

Faculty tend to rely upon email for corresponding with students. All students should be checking their SIUE email on a regular basis using either [Connect](#) or [Webmail](#).

Messages:

There **is** a record kept in Blackboard of Messages sent and received.

Effective Spring 2014, students will be alerted to new Messages either through Global Notifications (in the upper right corner of the Blackboard screen), or through the "What's New" module within the Planner (when used) in a Blackboard course. If advised by an instructor that Messages will be used, make a habit of regularly checking them.