

What is the difference between the Send Email tool and the Course Messages tool?

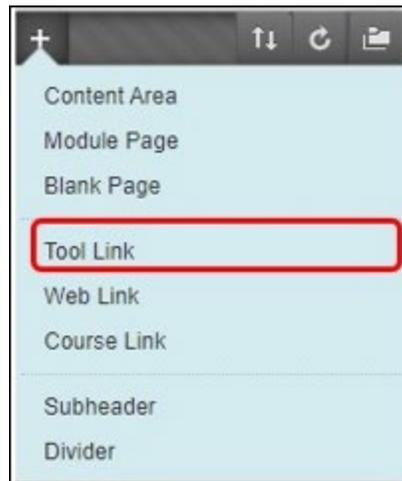
What are the differences between email and course messages?

The Course Messages tool is specifically an **internal** Blackboard email tool. The instructor sends the emails from within Blackboard, and the students must open the Blackboard course to receive those emails when you use the Course Messages tool.

Using the Send Email tool will send emails to the student's **external email address**. Any student responses to emails sent through the Send Email tool will be routed to your TTU email account outside of Blackboard. Blackboard keeps no record of your email, whether you send or receive it.

Add an Email Link or Course Messages Link to the Course Menu

1. Make sure your *Edit Mode* is set to **ON** and select the **plus sign** above the course menu. The *Add Menu Item* appears.
2. Select **Tool Link**.
3. Type a **Name** for the link.
4. In the **Type** list, select **Email** or **Course Messages**.
5. Select the **Available to Users** checkbox.
6. Select **Submit**.
7. The menu link will appear last in the course menu list. Press and drag the arrows icon to move the link into a new position. \ Access the link's menu to rename, delete, or hide the link from students.



Course Email Tool Link

Add Tool Link

* Name:

Type: ▼

Available to Users

Course Messages Tool Link

Add Tool Link

* Name:

Type: ▼

Available to Users