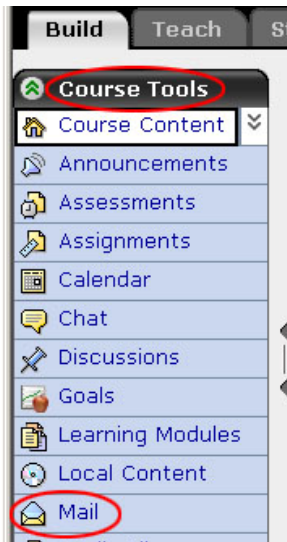


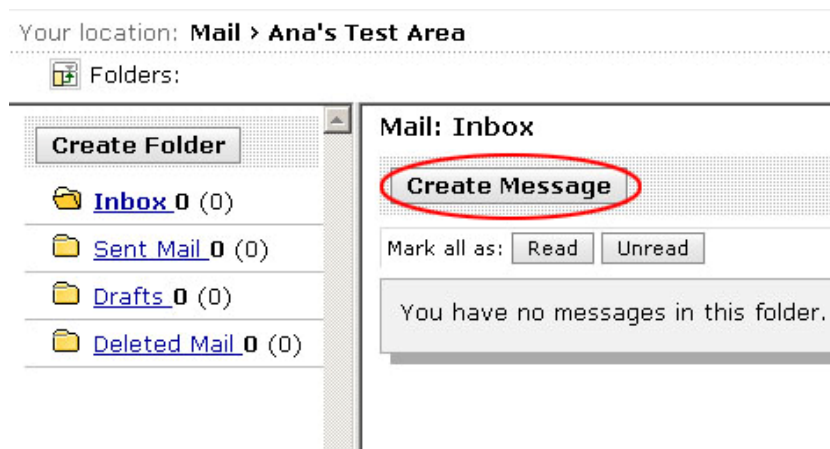
Blackboard Vista Student

Sending an E-mail

From the **Blackboard Vista 4.0** course page, under **Course Tools**, *click* the **Mail** button.



Click **Create Message**.



Type the **appropriate information** in the **Browse for Recipients:**, **Subject:**, and **Message:** fields.

Create Message

Browse for Recipients...

***To:** →

CC:

BCC:

***Subject:** →

***Message:** →

High priority

Enable HTML Creator

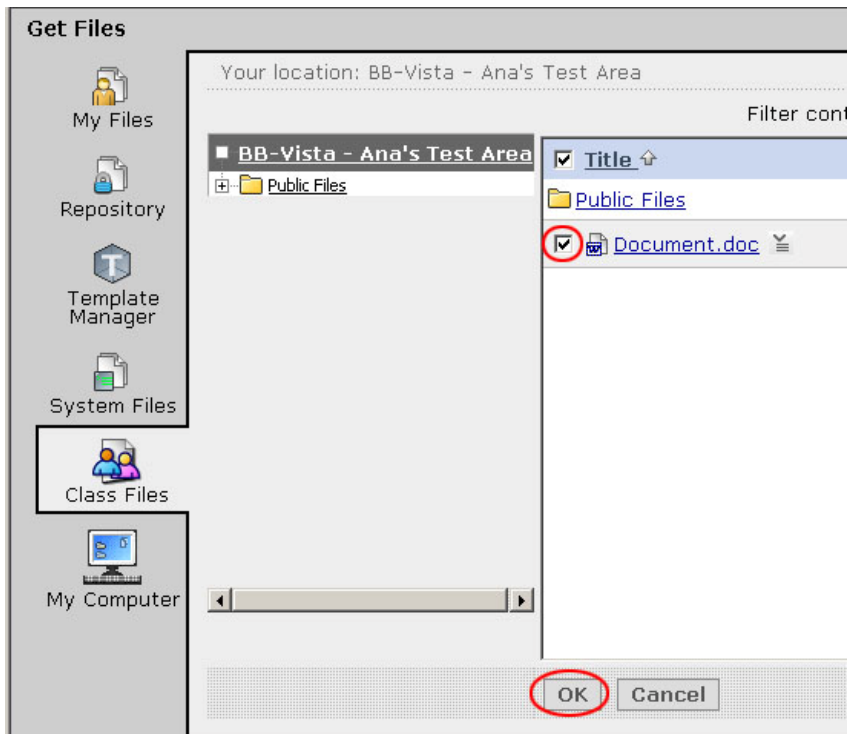
Click **Add Attachments** to add an attachment to your email.

Attachments: Add Attachments

Send Preview Cancel Save as Draft

* Required field

Click the **check box** next to the **file** you want to attach, and then *click Ok*.



Click **Send** when finished.



* Required field