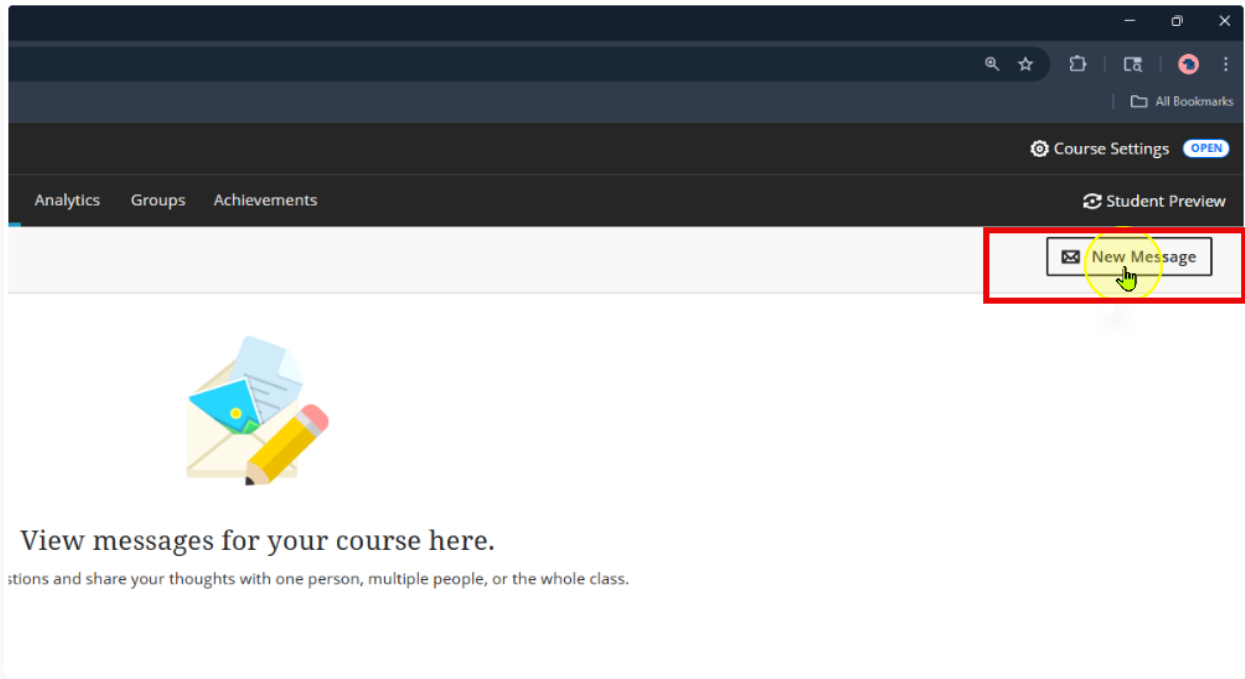
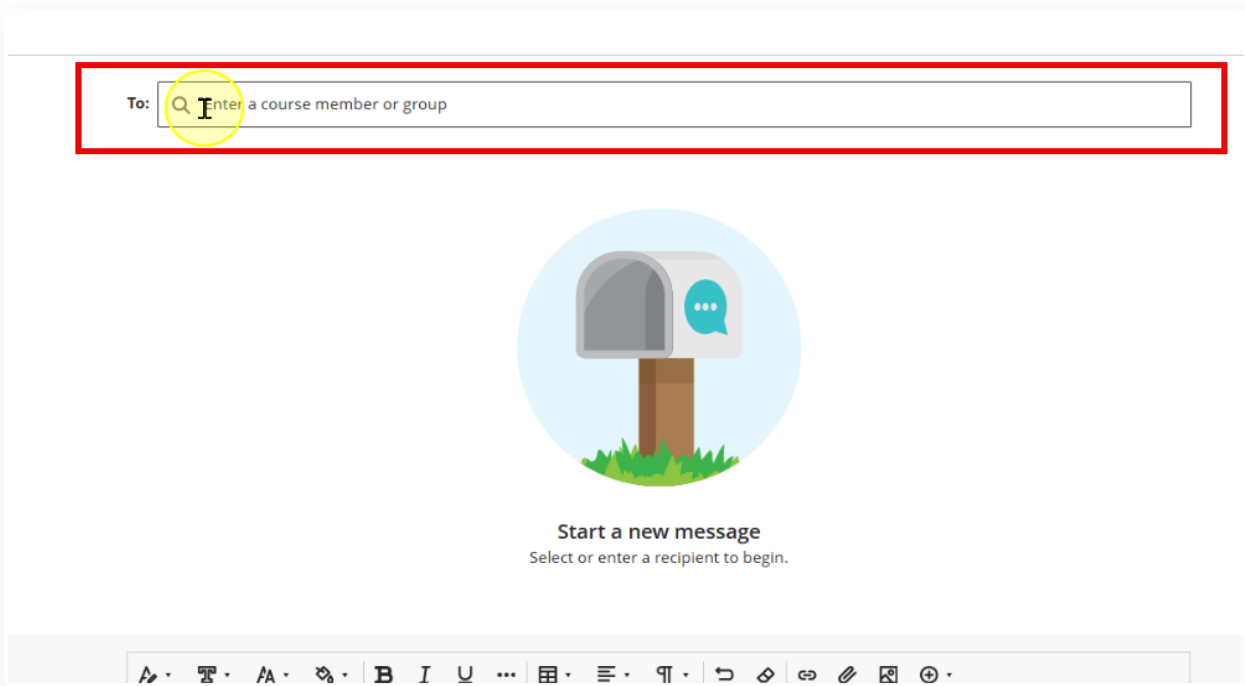


# Building a Message in Blackboard Ultra

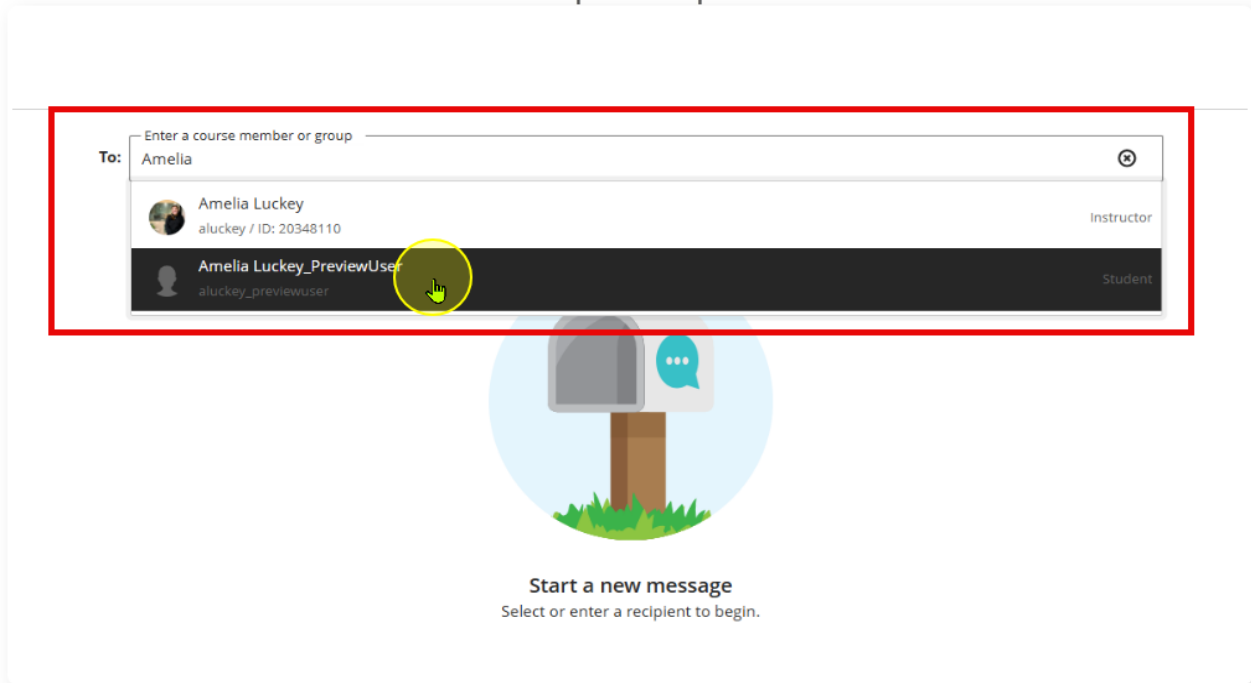
1 Click "New Message" in the right hand corner.



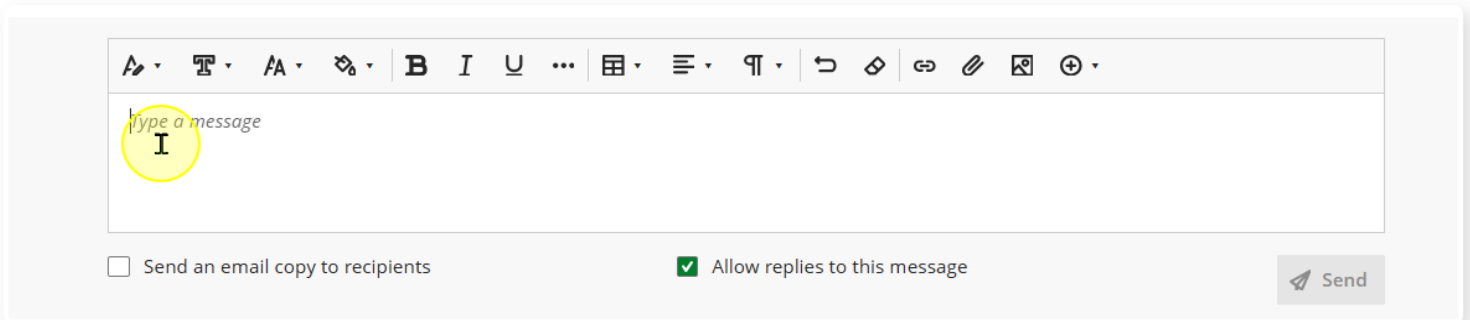
2 Next, click in the rectangle to the right of "To:"



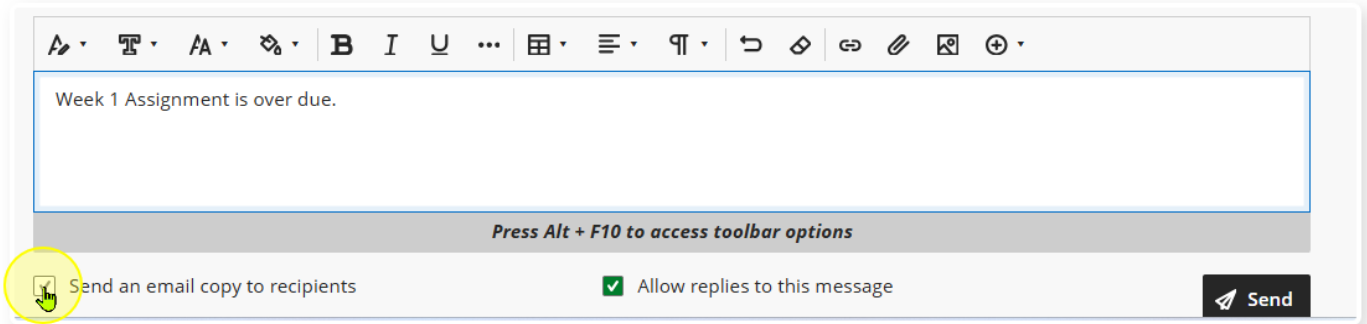
- 3 Begin typing the students name whom you want to send the message to and then click on their name on the drop down panel.



- 4 Next, click "Type Message" to begin typing in the text box. Do not forget to use any necessary features in the text editor.



- 5 Once the message is typed, be sure to click on the box to the left of "Send an Email Copy". This feature forces a notification to the students' Mercy Email.



- 6 Lastly, be sure to hit send in the bottom right hand corner to send the message to the student.

