

DIFFERENCES BETWEEN EMAIL AND MESSAGES

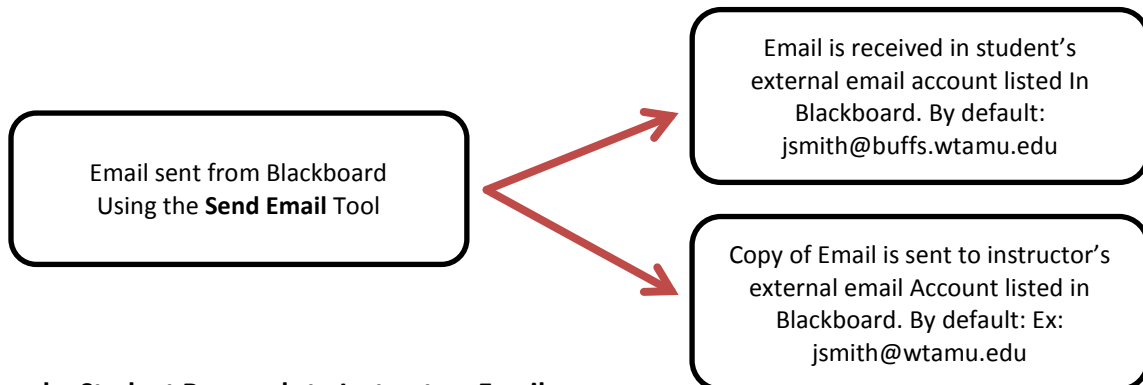
Email and Messages have two different functions inside of Blackboard.

| Email | Messages |
|--|---|
| <ul style="list-style-type: none"> Sends to external email account listed in Blackboard. By default this is your WT email. | <ul style="list-style-type: none"> Stays within Blackboard, sends a notification by default to the external email address of recipient listed in Blackboard. |
| <ul style="list-style-type: none"> Does not keep a record of any sent or received email within Blackboard. (A copy of any sent email is sent to senders email address.) | <ul style="list-style-type: none"> Keeps a record within Blackboard of all sent and received messages. |

EMAIL

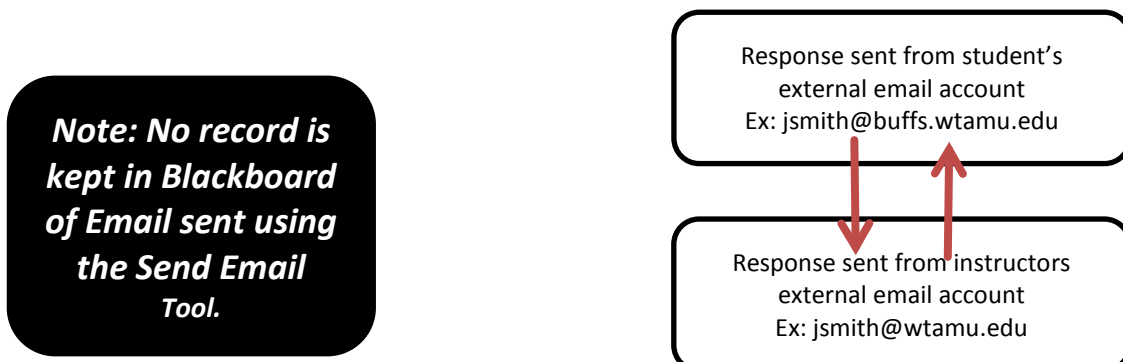
Example: Instructor Emails Students in Blackboard Course

In the example below, the instructor sends an Email using the Send Email Tool to the students. A copy is sent to the students Buff Email account and a copy is sent to the instructor's WTAMU email account.



Example: Student Responds to Instructors Email

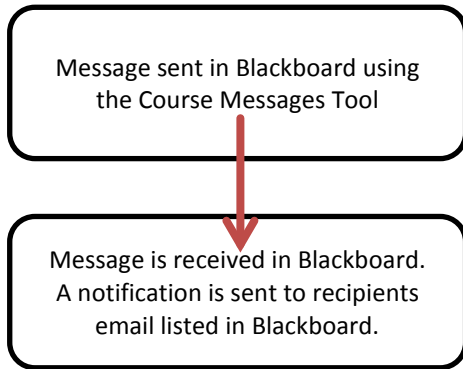
If the student responds from their Buff Email account, the response goes to the faculty Email account.



MESSAGES

Example: Instructor Messages Class

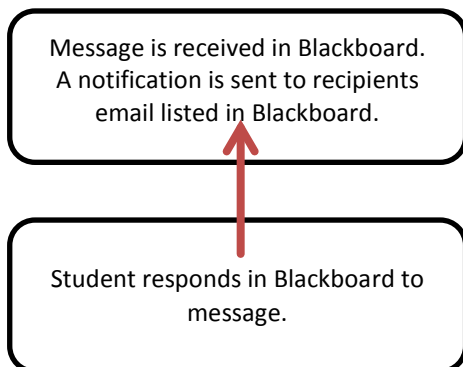
In the example below, the instructor sends a Course Message using the Messages Tool to the students. A copy is saved in Blackboard in the Messages Tool.



Note: Only a notification is sent to an external email account. You must log into Blackboard to read and reply to any message.

Example: Student Responds to Message

If the student responds from their Course Messages, the response goes to the faculty Course Messages in Blackboard.



Note: By default, a notification is sent to Students and/or Instructors external email accounts. Students and Instructors must log into Blackboard to see the course message.