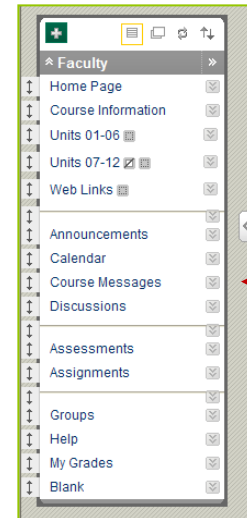


Course Messages vs. Email

To access **Course Messages**:

1. Login to the Bb Learn system and go to the course.
2. Click **Course Messages** in the left hand menu.

Course Messages are private and secure text-based communication that occurs within a Course and among Course members. Although similar to email, users must be logged into the Course to read and send Messages. These messages can **NOT** be forwarded to an external email address.



Some instructors either remove or rename **Course Messages**. If you do not see this option in your course it might be because another instructor has removed it.

To access **Email**:

1. Login to the Bb Learn system and go to the course.
2. Locate the **Course Management Control Panel** under the left hand menu and click on **Course Tools**.
3. Select **Send Email**.

Email only sends to external UAB email addresses. We highly recommend encouraging students to **NOT** use the **Email** tool. We have done our best to hide it from students, but there are still places that it is accessible to them.

