

BLACKBOARD ULTRA

Student Guide

Sending Messages on Blackboard

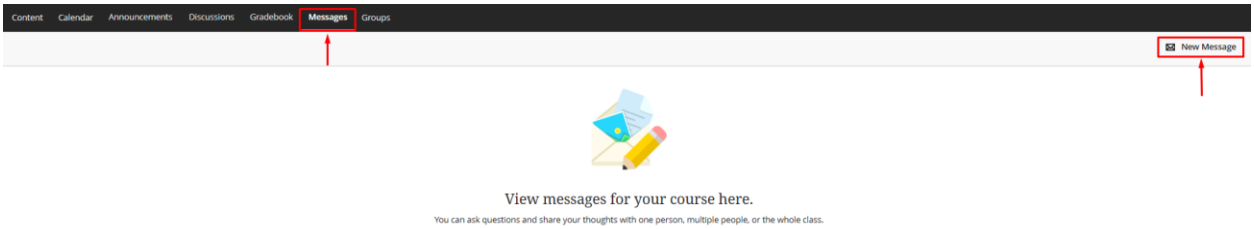
UNIVERSIDAD ANA G. MÉNDEZ
UAGM
SOMOS COMO TÚ

Copyright © UAGM 2026. All rights Reserved.

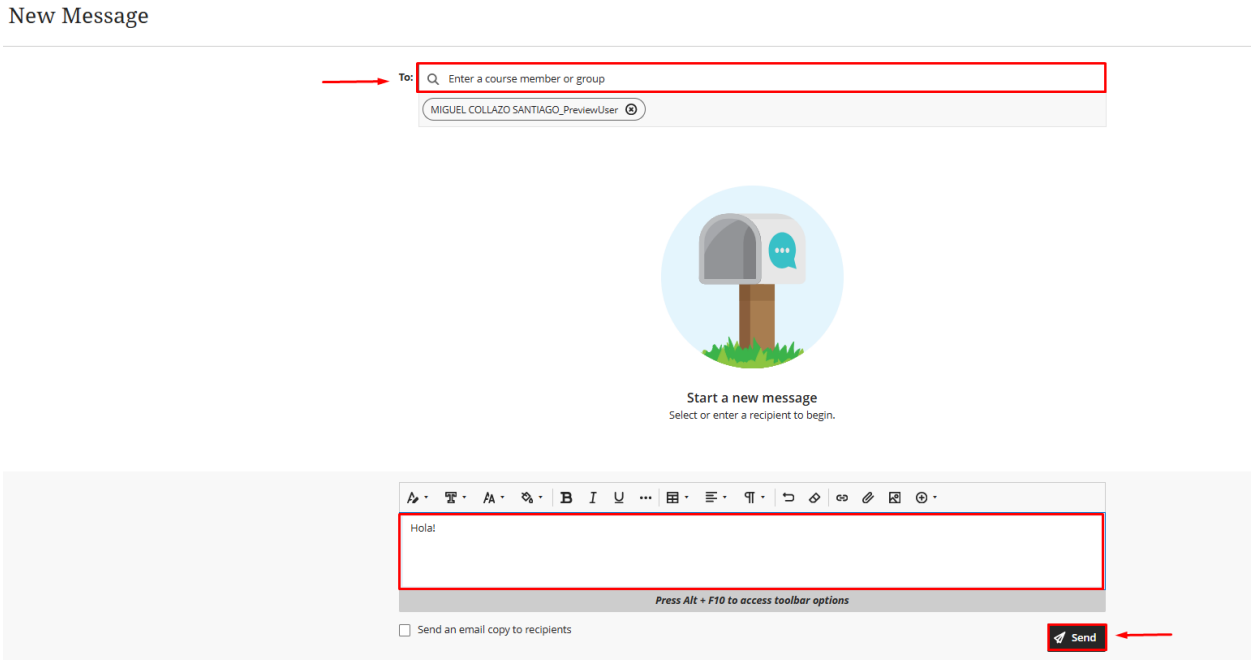
BLACKBOARD ULTRA: SENDING MESSAGES

How to Send a Message in Blackboard

- From the course's top menu, select the**"Messages"** option.
- Click the**"New Message"** button



- Once you have clicked**"New Message"**, search for the person(s) to whom you would like to send the email in the**"To:"** field.
- In the message box, type your message. You may also include attachments, drawings, and graphics.



- Click **"Send"**.

BLACKBOARD ULTRA: SENDING MESSAGES

CONTACT INFORMATION

Technical Support (Technical and Access Issues)

Phone: 787-751-1374

Hours:

- Monday through Friday: 7:00 AM – 7:00 PM
- Saturday: 8:00 AM – 5:00 PM