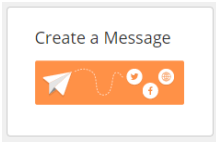


# Blackboard Mass Notification – Notify Directions

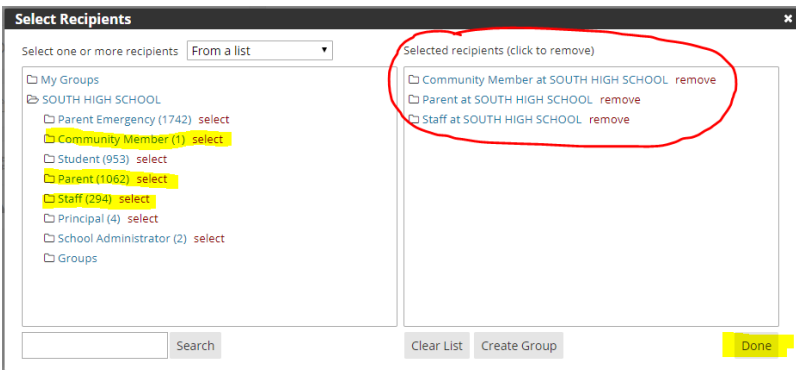
1. Sign into Blackboard Mass Notification
2. From the Home screen, click Create a Message:



3. Type a subject for your message:

A form for creating a message. It has a text input field with a placeholder "Type subject...". Below it is a "Recipients" section with a "Choose..." link and a search box labeled "Type to search for recipients". At the bottom, there is a "Start Time" section with a "Now" option.

4. Click the **Choose...** option to add **Recipients** and
5. Click the name of your school to expand the list
6. For most of your newsletter or daily announcement notifications, you will select **Community Member, Parent, and Staff** to move the groups over to the **Selected recipients** column, press **Done** when you are done selecting recipients:

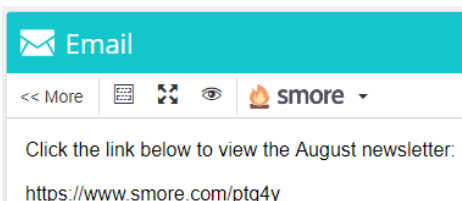


7. You do have the option of setting a **Start Time** if you wish to send the notification sometime in the future
8. Click the email button to create an email message:



9. Type a short introduction to your message and past the link to your Smore newsletter into the message

**DO NOT** use the integrated Smore button:



10. Click **Send**