
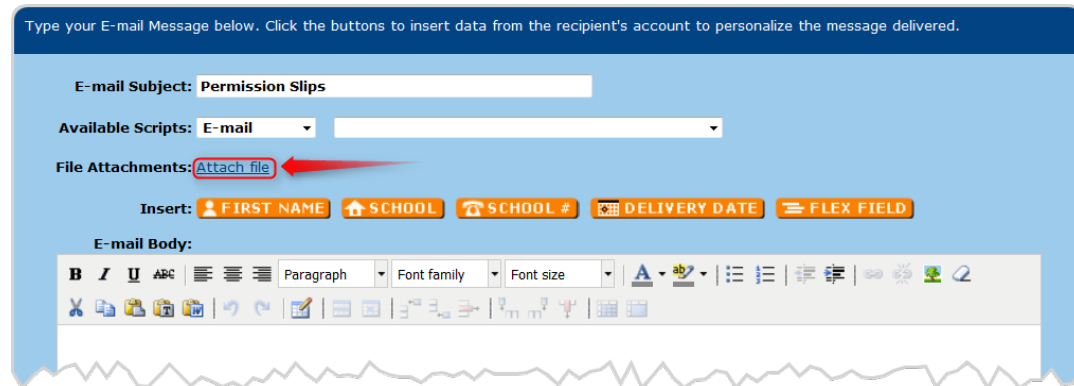


To insert file attachments to the e-mail message

1. Log into your Blackboard Connect account.
2. From the Messages tab, click the  button.
3. Choose your message type (Community Outreach or Emergency Communication).
4. Provide a Title for your message, select a language and click the Email Checkbox
5. Click the **Attach File** link.
6. Select the file you want to attach from your local drive and click the Upload button.



Type your E-mail Message below. Click the buttons to insert data from the recipient's account to personalize the message delivered.

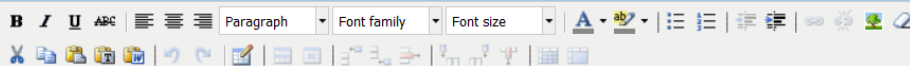
E-mail Subject:

Available Scripts:

File Attachments: [Attach file](#)

Insert:

E-mail Body:

B *I* U **ABC** Paragraph Font family Font size 

File attachment rules:

- File names are limited to 100 characters per file.
- No invalid characters(%, /, \, &) will be accepted for the filename
- The number of attachments are limited to **3 per e-mail**.
- The document file size of each document is limited to **3 MB each**.
- No executable files (.exe, .js, .bat) will be allowed.

“Email Attachments” is a Special Feature that must be activated by contacting your Client Care Representative.