



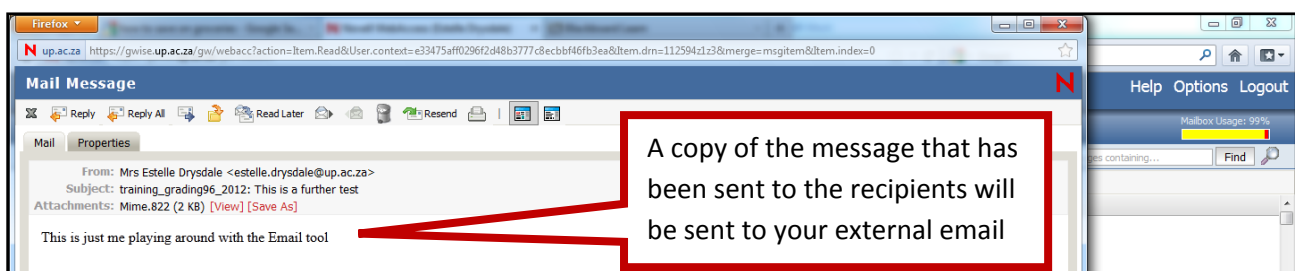
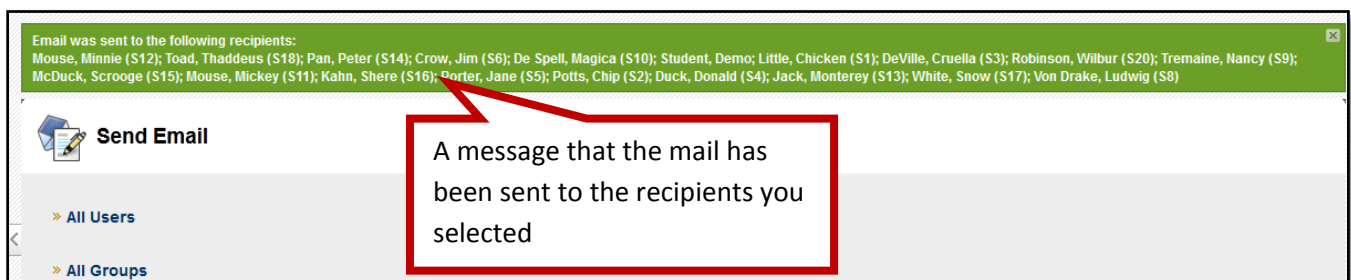
# What is the difference between email, messages and announcements?

**E-mail** is sent to the user's external e-mail address, i.e. u+student number@tuks.co.za as well as the sender's external email address. The email tool is just a way of sending mail to recipients, i.e. these users:

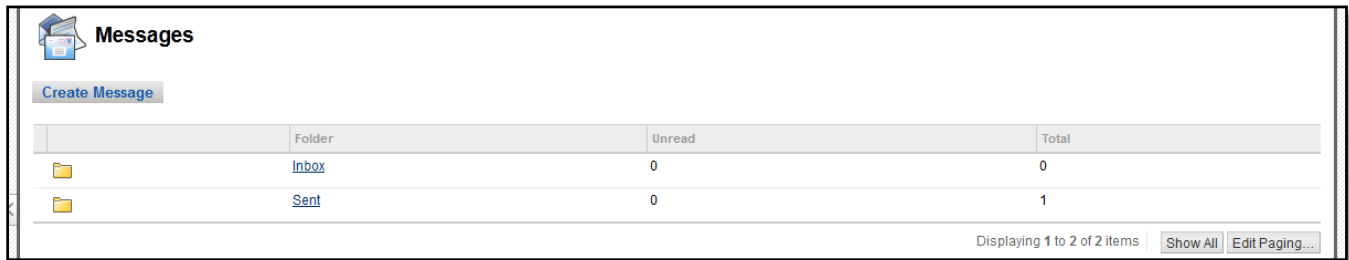


**There is in other words NO Inbox and NO Sent mail option in the Email tool!**

Note that when you sent a message from within the Email, you will receive the following:



**Messages** look similar to normal e-mail that you are used to with an **Inbox** and **Sent** option. BUT it remains within clickUP only. Therefore the user will have to logon to clickUP to see the messages.

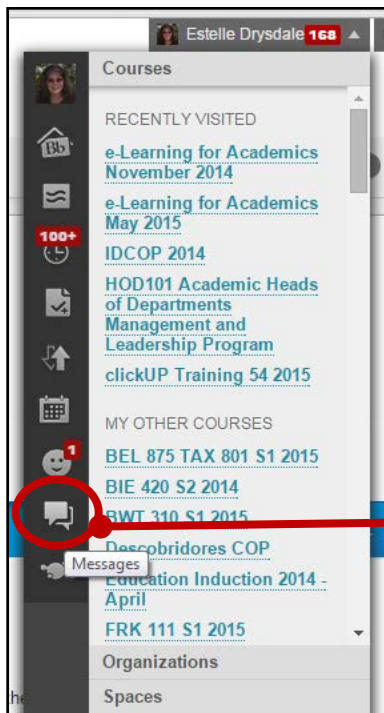


For both **e-mail** and **messages** you have to select the recipients.

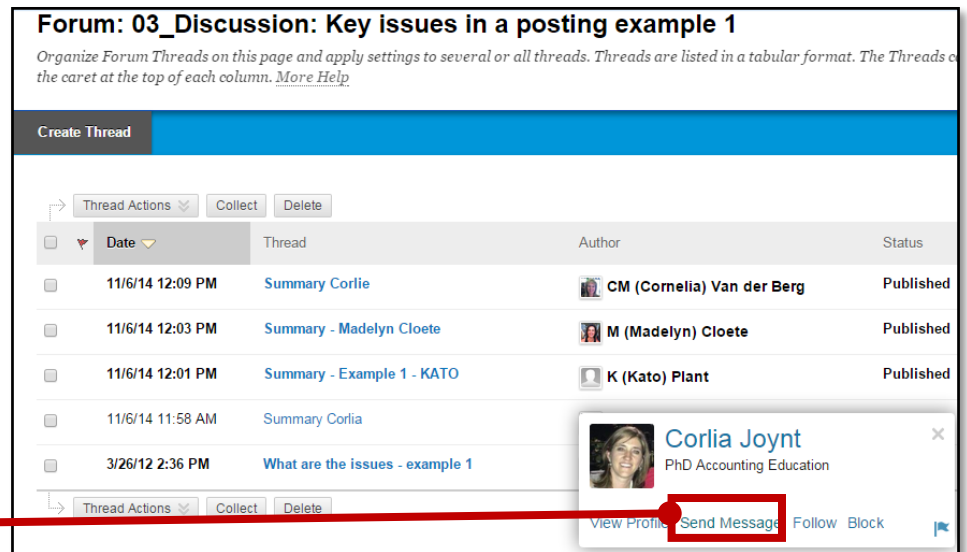
**Take note:** students will not be notified via the Notifications dashboard of messages that they have received. If you use the Messages tool, make sure to add it on the Course Menu. Students will not be notified of messages sent to them in the Messages tool. They will have to click on the Messages tool every time they log on, to see if anyone sent them a message.

DO NOT confuse the Messages tool inside a course with the Messages function where you can collaborate with other Blackboard users in the Global Navigation.

### Global Navigation



### Discussion Forum inside a course



**When you Send Message from a user's profile, it will appear in the Global Navigation under Messages!**

**Announcements:** one-way communication to the students. They will receive a notification in the Daily notifications email that a new Announcement is available, but then they will have to click on the link provided in the email to read the announcement.

**Be aware:**

1. When you select the tick box to also send a copy of the announcement immediately to the students email, then your email address will be displayed in the message.
2. You will also receive all the bounced back emails then.

**2. Web Announcement Options**

Duration  Not Date Restricted  
 Date Restricted

Select Date Restrictions

Display After 24/02/2012 15:08  
 Display Until 25/02/2012 15:08

**Email Announcement**  Send a copy of this announcement immediately

Remember again, that this is dependent on whether the student's email address is correct on the system and also whether there is space in their mail box to receive the message. There is a document available on the Student help page on How the students can update their email address. (Students should do the following:

- Go to the clickUP Help link (<http://www.click.up.ac.za/new/>)
- Scroll to **Getting started for students**
- Click on **Help for students**
- Click on **How to update your email address.**)