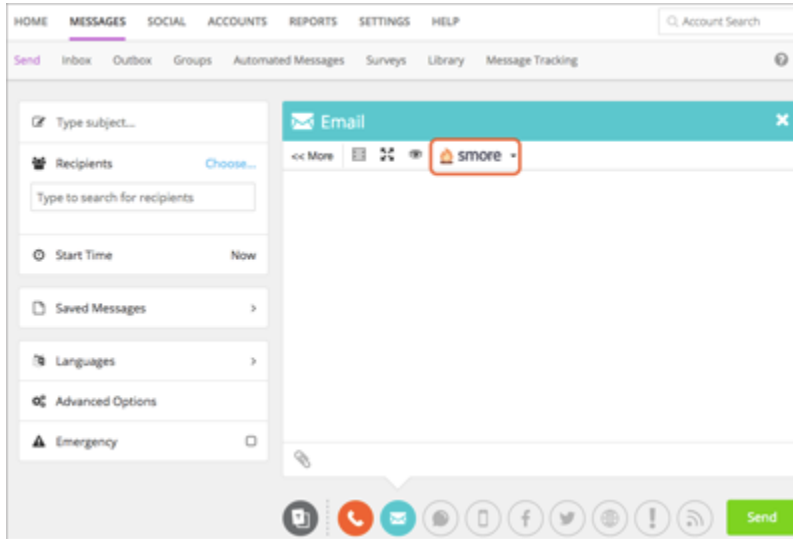


## Create Newsletters with Smore

Create and send your Smore newsletters from Blackboard.



1. From the Blackboard Communications HQ interface menu, select Messages > Send.
2. Select the Email icon as the message type.
3. Select smore to add an existing newsletter or select the smore down arrow to open the menu and select Create Newsletter.
4. Select the template, complete the content, and select Done Editing.

*If you already have newsletters created, you can select one from the menu instead.*

5. Review the newsletter and close the preview window to add it to your message.
6. Complete the rest of the message:
  - o Type the Subject for the topic of the message.
  - o Add Recipients, change the start time, or adjust many other options by using the menu to the left of the message area.
7. Select Send to send the message.

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## Watch a video on using Smore

The following narrated video provides a visual representation of some of the information included on this page. For a detailed description of what is portrayed in the video, download the transcript.

[Video: Smore integration training video](#) shows you Smore in action.

[Smore integration training video transcript](#)

## Share your newsletters

Get your newsletter out there. Share your news on social media and more.

1. After you complete your email message, and before you select Send, select another message type. For example, Facebook.
2. Select the Copy icon at the bottom of the message to open the Copy Content From menu.
3. Select Email to add a brief description and link to your message. *Do this for each message type you want to send.*
4. Select Send.

