# Blackboard Connect 5

DIAL-IN MESSAGING CARD

Blackboard Connect Dial-in Messaging gives you the ability to send messages to your contacts using any phone.

If your Blackboard Connect user account is set up to send emergency and/or outreach notifications, you can set a Dial-In PIN and get a Dial-In Messaging Card (DIMC) from your Connect 5 account. Once you've obtained the card, you can print it and carry it with you.

To use Dial-In Messaging, simply follow the steps listed on the card and enter your PIN when prompted.

To set your PIN and obtain your DIMC:

1. Login to your Connect 5 account.

2. Click your name located in the upper right corner of the screen and select Account.

3. Locate the Dial-In PIN field just below your username and password and provide a 5-digit PIN number.

4. Click the hyperlink to the right of the Dial-In PIN field to have your card emailed to you.

5. Lastly, don't forget to scroll to the bottom of the page and click Save to save your PIN.
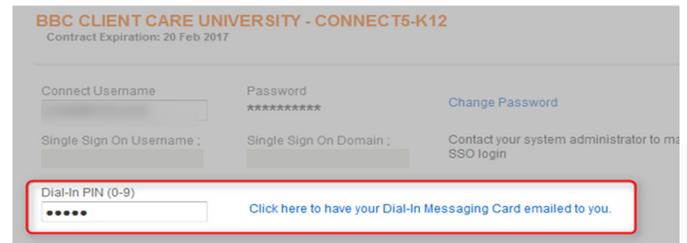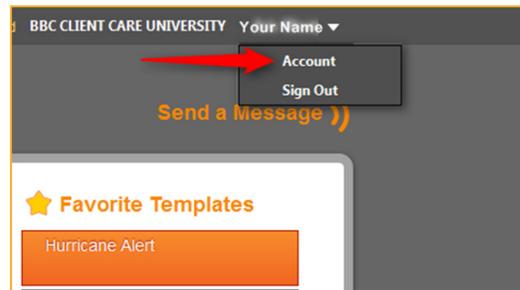
NOTE: If the Dial-in PIN field does not appear on your Account screen, you do not have sufficient privileges to obtain a dial in card. Contact your IT director, principal, or designated Connect champion.


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Using Favorite Templates

The Dial-In Messaging Card can also access and send Connect 5 Templates that you've marked as Favorites.

In order for a Favorite Template to be used with the DIMC, your Template will need to:

- Contain phone, email, or SMS content
- Be tagged as Emergency or Outreach
- Have Recipients assigned in the **To...** field.
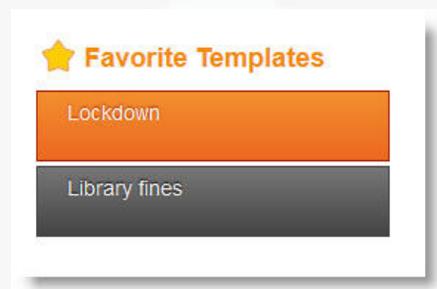
When you call the 800 number listed in Step 1 on your DIMC, you will be prompted to enter your User ID and 5-digit PIN. Then you will be asked if you wish to send a saved message (a template) or record a new message. If you choose send a template, the system will read each template name for you to choose.

To select your Template, simply press the number on your phone that corresponds with the template you want to send. The system will verify the message and verify the number of Recipients who will receive your message.

To confirm and send your message, press one (1). If you would like to change your template, select two (2) or press three (3) to cancel your message and return to the main menu.

Marking a Template as a Favorite

You can mark any Template as a favorite by opening the Templates list under the Message Center tab and clicking the white star next to your template.

The star will turn yellow to indicate that your Template is now a favorite and will appear on your homepage. Remember that for a template to be available via Dial-In Messaging, it must have both content <u>and</u> recipients defined.