The Email tool allows you to send and receive emails from your students within the Virtual Campus.

*Using Virtual Campus Email*

**Reading an Email message**

1. **Click** the communication icon on the course navbar and **select** the Email link. You must be inside your course to access the Email link.



1. To view an email message, **click** on the title in the Subject column.



1. The email message is viewable under the Message List. Use the Message Preview menu to Reply, delete, Mark (message as) Unread and print.



**Compose and Email Message**

1. **Click** the Composebutton from the Inbox menu.



1. **Click** the Address Book button and search for the person you want to send the email to.



1. **Select** the checkbox next to the recipient (**1**), **click** the “To” text link (located on the top and bottom of the list) (**2**) and **click** the Add Recipients button (**3**).



1. **Type** in a subject for the email (**1**) and **enter** your message in the Body text block (**2**).



1. To add an attachment, **click** Insert Stuff , then **click** on My Computer (**1**) then Choose File (**2**) and once you select the chosen file **click** Upload (**3**).



1. **Click** the Send button.



**Replying to a message**

1. **Click** on a message in the Message List and **click** the Reply button in the Message Preview navmenu.



1. **Type** in your reply message in the Message text block and **click** the Send button.



**Deleting Messages**

1. **Check** the box next to the message you want to remove (**1**) and **click** on the Move to Trash icon (**2**).



1. You can also remove a message via Message Preview, just open a message and in the Message Preview navmenu **click** the Move To button and select Move to Trash from the drop-down menu.



**Printing a Message**

1. **Open** a message and in the Message Preview navmenu **click** on More Actions(**1**) and **select** Print(**2**).



**Forwarding Email Option**

1. **Click** on the Settings icon in the upper right corner of the inbox menu.



1. **Scroll down** to find Forwarding options and **check** the Forward incoming messages to an alternate email account box (**1**). **Enter** the Email Address where you want your D2L emails to be forwarded to (**2**).



1. **Choose** one of the three options. The forward and delete from the Inbox folder option (**1**) will forward any email sent to your account to the address specified. The email will not be accessible 11 Using Email Distance Learning & Online Instruction through D2L. The forward and mark unread in the Inbox folder option (**2**) will forward any email sent to your account to the address specified. The email will also exist in your Inbox and will be marked as unread. The forward and mark read in the Inbox folder option (**3**) will forward any email sent to your account to the address specified. The email will also exist in your Inbox and will be marked as read*. - This option is the best choice.*



1. **Click** the Save button to make sure your selections are saved.



1. Any email you receive in Desire2learn will now be forwarded to your Alternative Email Address.

**New Email Notification**

If you have new email, the Mail icon will have an orange dot  on it in the minibar. **Click** the icon to view new email(s) and access them through your Email.

