

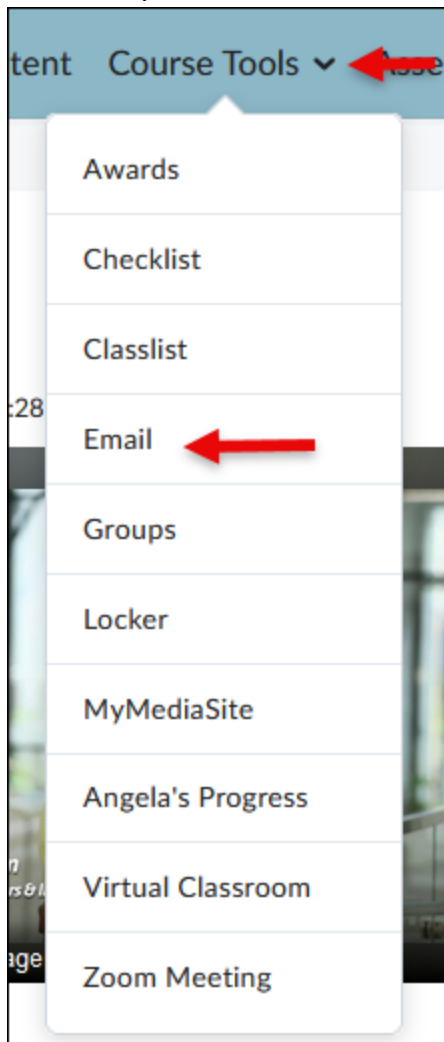


Using Virtual Campus Email

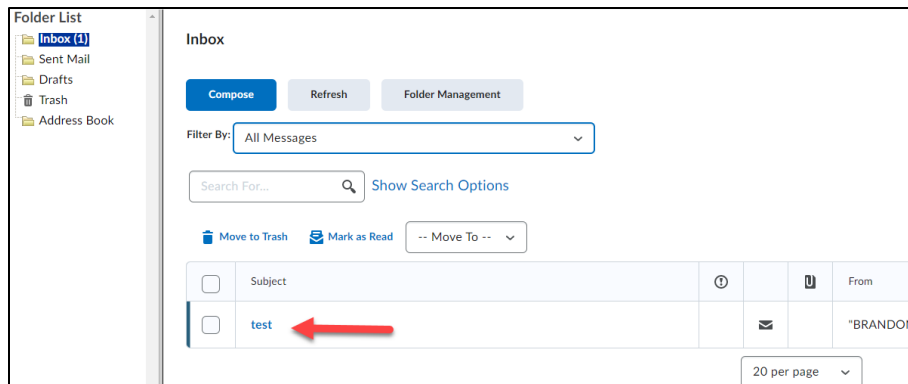
The Email tool allows you to send and receive emails from your students within the Virtual Campus.

Reading an Email message

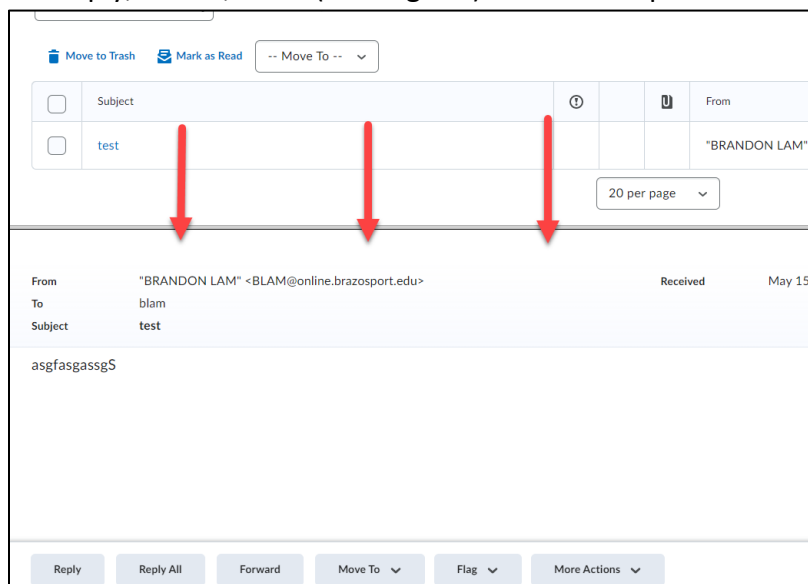
1. **Click** the communication icon on the course navbar and **select** the Email link. You must be inside your course to access the Email link.



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



3. 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 Compose button from the Inbox menu.

Inbox

Compose

Refresh

Folder Management

Filter By: All Messages



Search For...



Show Search Options



Move to Trash



Mark as Read

-- Move To --

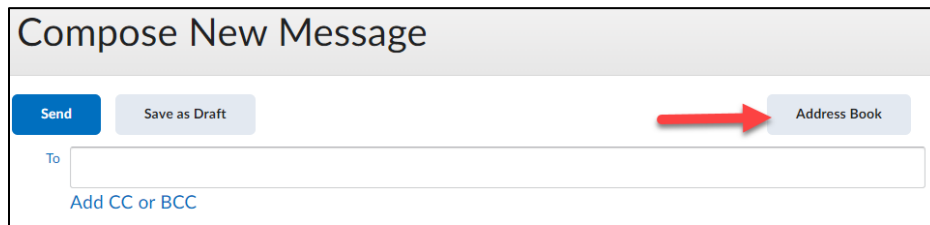


Subject



test

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



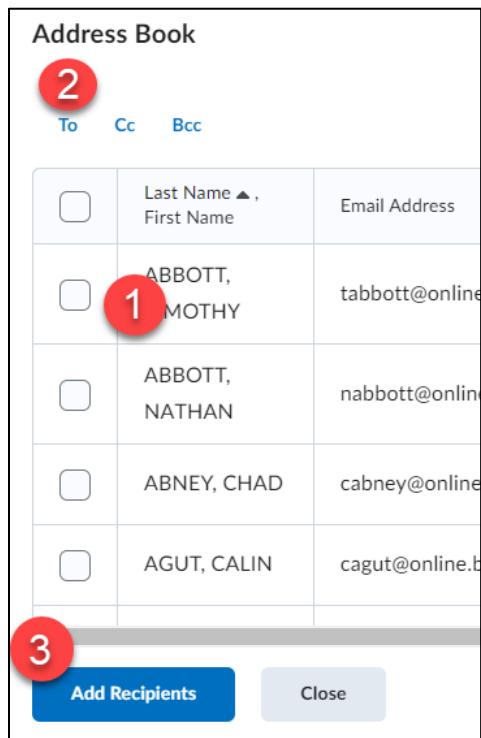
Compose New Message

Send Save as Draft Address Book

To

Add CC or BCC

3. **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).



Address Book

2

To Cc Bcc

<input type="checkbox"/>	Last Name ▲, First Name	Email Address
<input checked="" type="checkbox"/>	ABBOTT, JIMOTHY	tabbott@online
<input type="checkbox"/>	ABBOTT, NATHAN	nabbott@online
<input type="checkbox"/>	ABNEY, CHAD	cabney@online
<input type="checkbox"/>	AGUT, CALIN	cagut@online.b

3

Add Recipients Close

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

Compose New Message

Send Save as Draft Address Book

To "Linda Mcconnell" <glInstructor@online.brazosport.edu> X

Add CC or BCC

Subject Essay Help 1


Body

Paragraph B I U A Text alignment icons

Can I come by your office to get help on my essay?

John Doe 2

Priority Normal

5. 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).

INSERT STUFF | Inserted files must comply with copyright law. View Copyright@BC (http://brazosport.edu/copyright) for policies and guidelines. Submit copyright questions to copyright@brazosport.edu.

My Computer 1

Course Office Files

Add Video

Media

YouTube

Flickr

Insert

Cancel

INSERT STUFF | Inserted files must comply with copyright law. View Copyright@BC (http://brazosport.edu/copyright) for policies and guidelines. Submit copyright questions to copyright@brazosport.edu.

My Computer

Select the file to upload from your computer:

Choose File 2

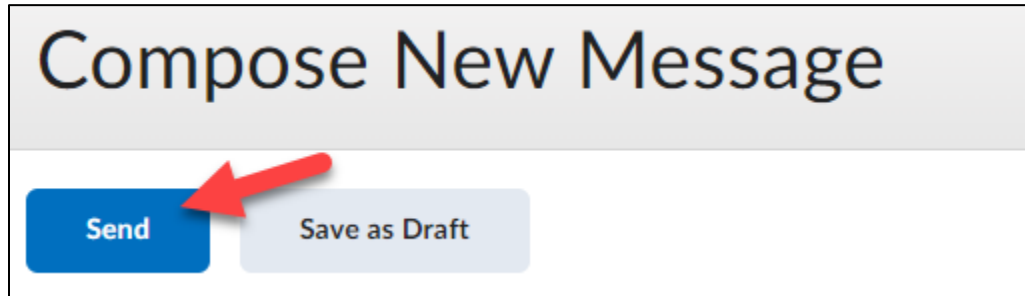
Choose a location in which to store the file:

/content/enforced/53460-DEMO/ Choose Destination

Do NOT upload private or sensitive information such as user feedback to this location.

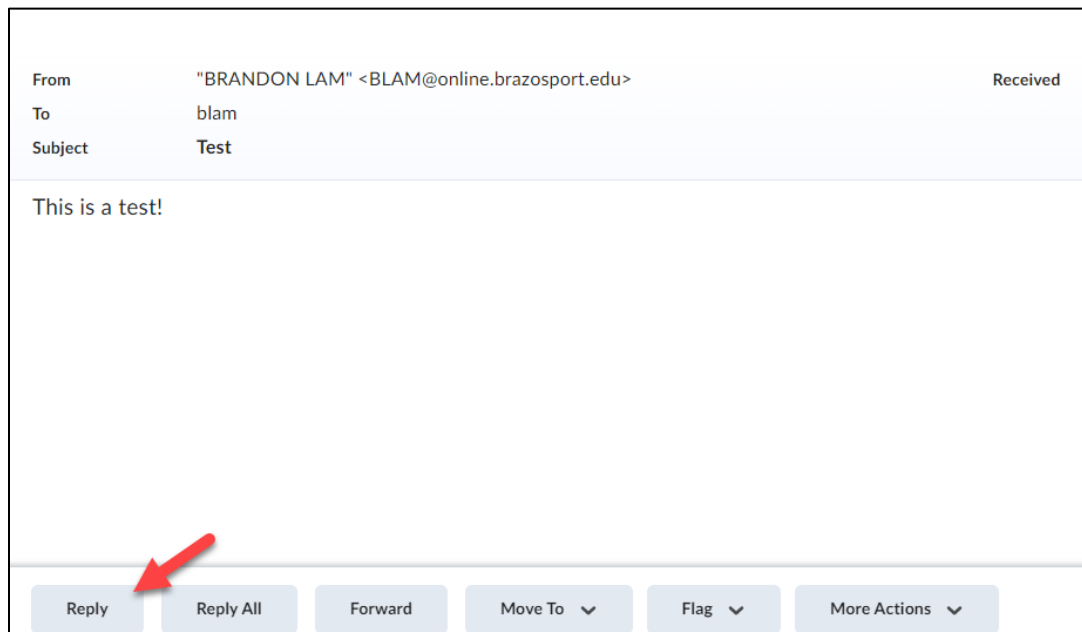
Upload 3 Back Cancel

6. Click the Send button.

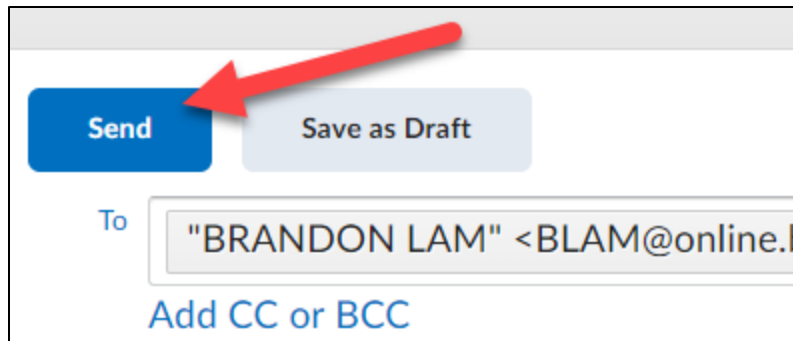


Replying to a message

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

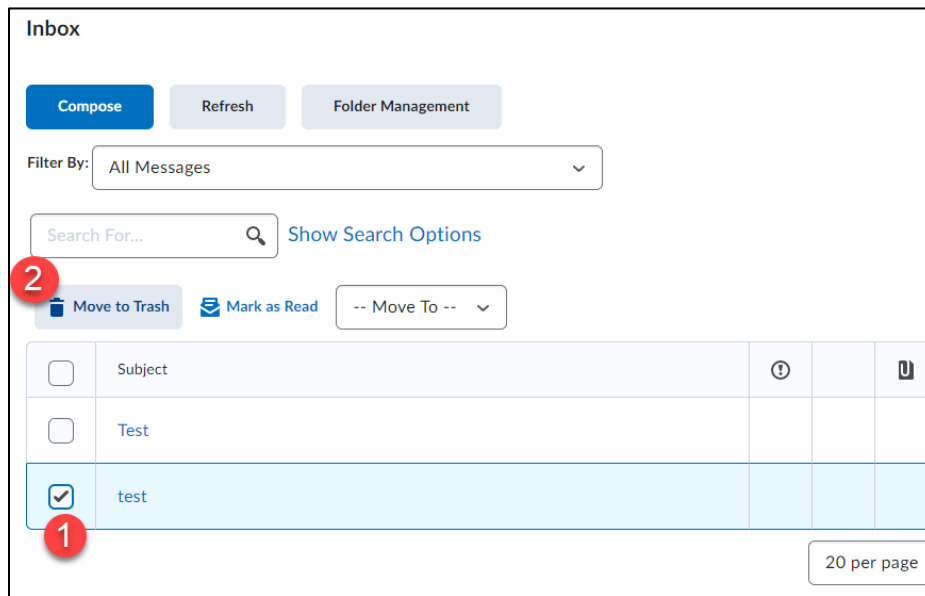


2. Type in your reply message in the Message text block and click the Send button.

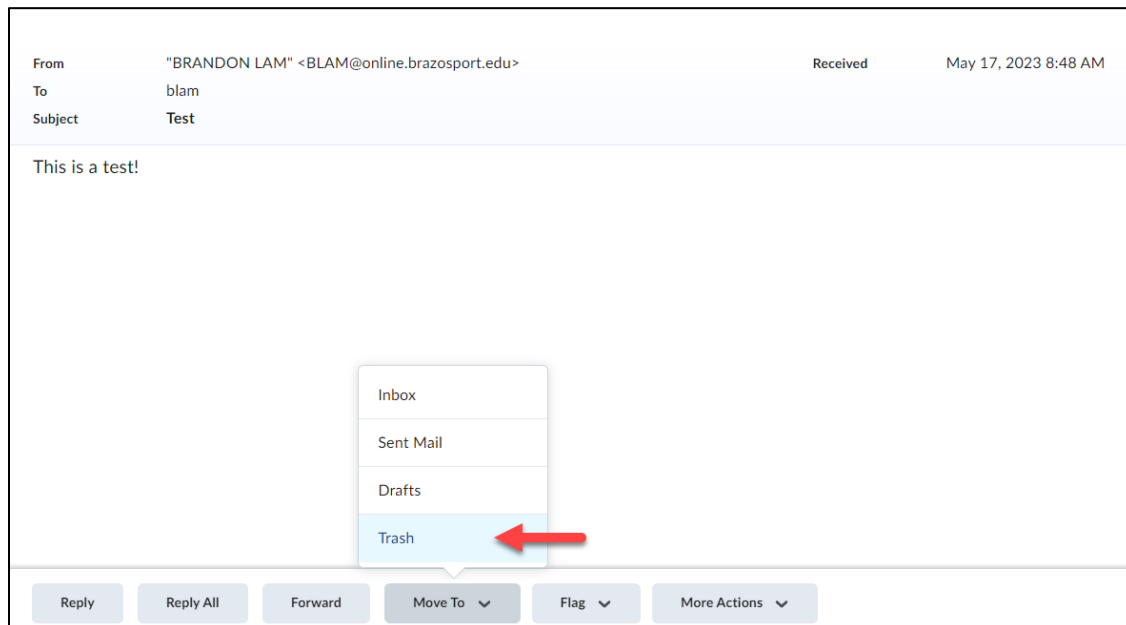


Deleting Messages

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

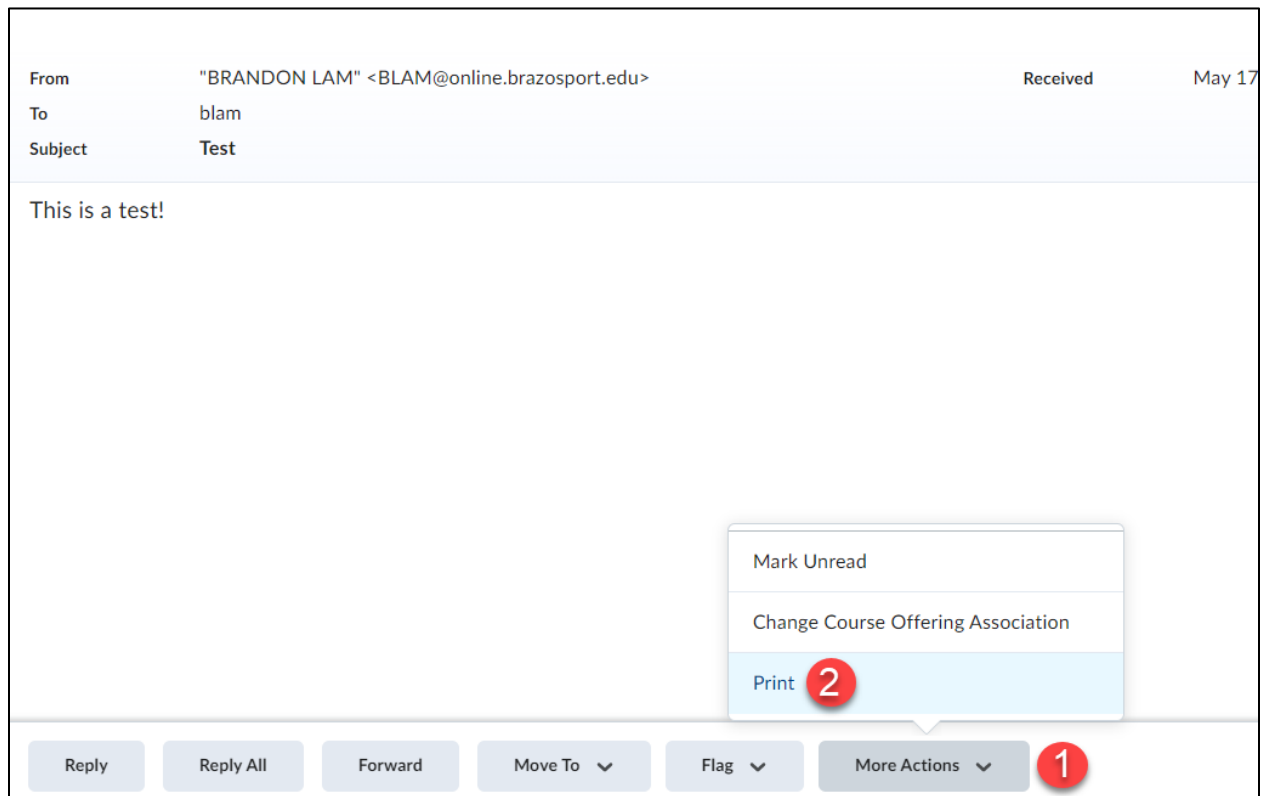


2. You can also remove a message via Message Preview, just open a message and in the Message Preview navmenu **click** the Move To button and select Move to Trash from the drop-down menu.



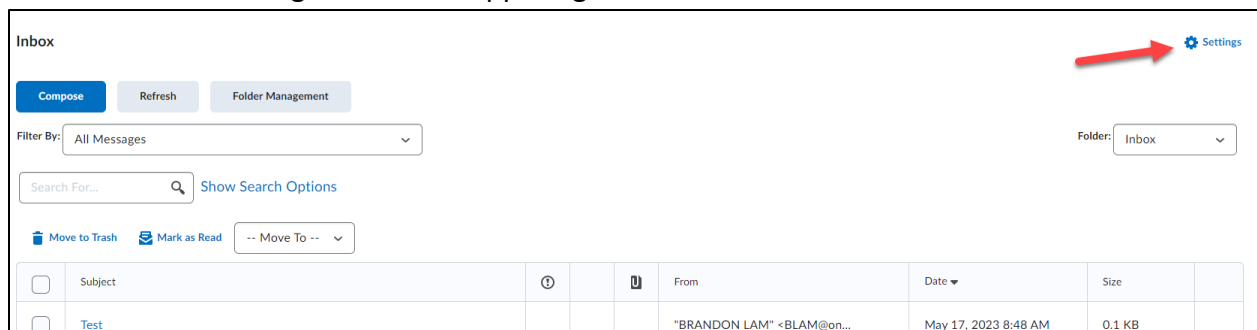
Printing a Message

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.



2. **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).

Forwarding Options

☒ Forward incoming messages to an alternate email account

1 Email Address

Brandon.Lam@brazospc2

☐ Forward and delete from the Inbox folder ?

☐ Forward and mark unread in the Inbox folder ?

☒ Forward and mark read in the Inbox folder ?

Save

Cancel

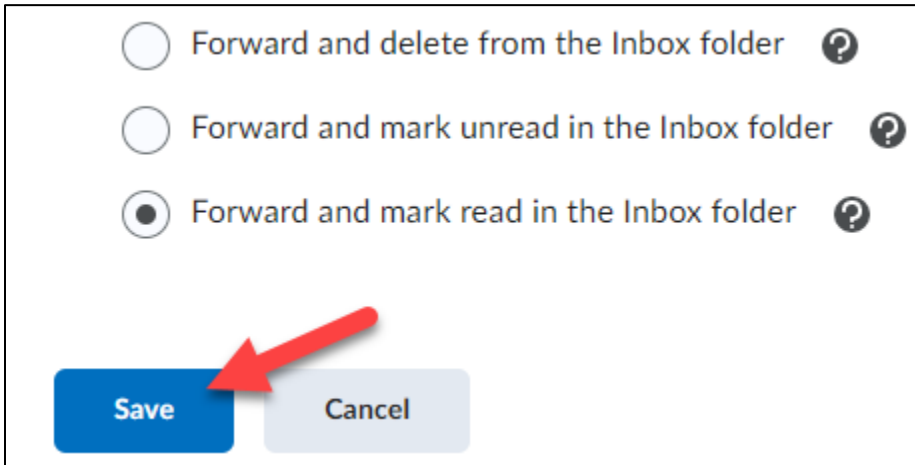
3. **Choose** one of the three options. The forward and delete from the Inbox folder option (1) will forward any email sent to your account to the address specified. The email will not be accessible 11 Using Email Distance Learning & Online Instruction through D2L. The forward and mark unread in the 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 ☐ Forward and delete from the Inbox folder ?

2 ☐ Forward and mark unread in the Inbox folder ?

3 ☒ Forward and mark read in the Inbox folder ?

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



☐ Forward and delete from the Inbox folder ?

☐ Forward and mark unread in the Inbox folder ?

☒ Forward and mark read in the Inbox folder ?

Save Cancel

5. 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.

