

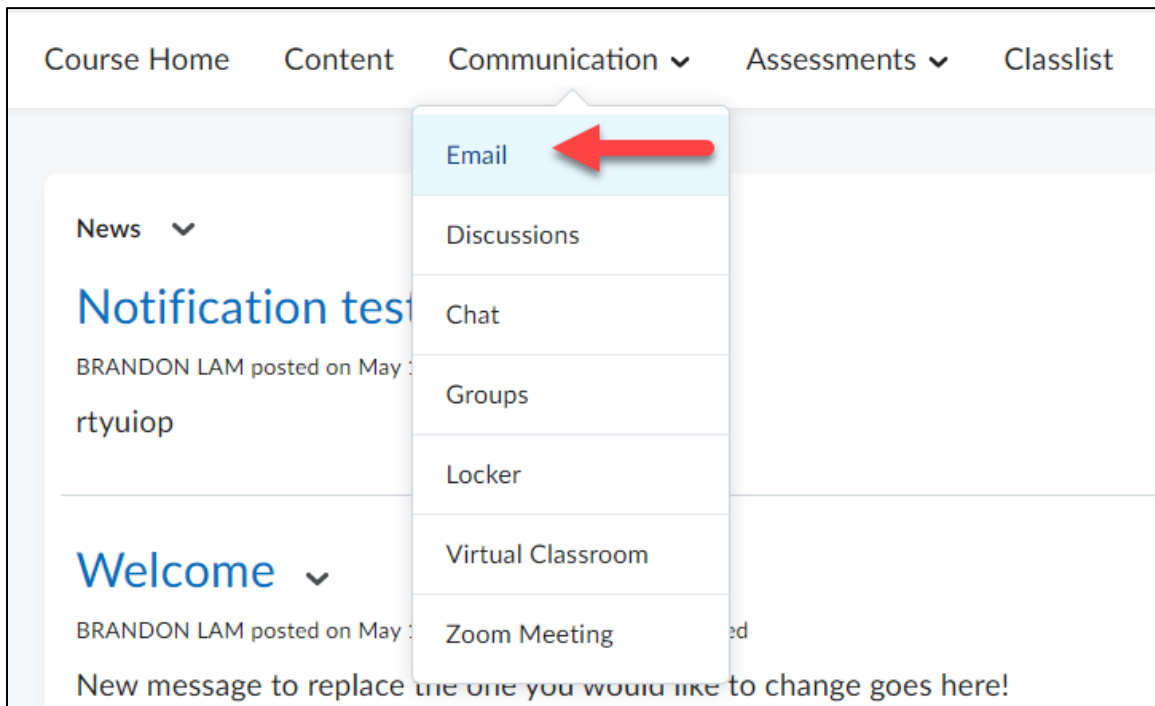


Using Virtual Campus Email

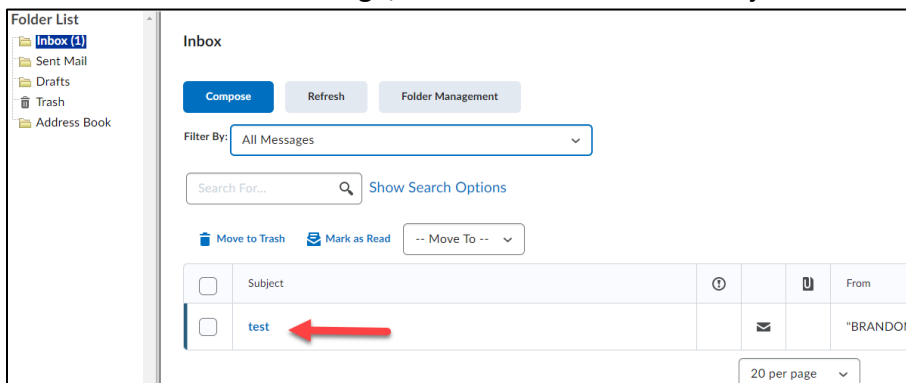
The Email tool allows you to send and receive emails from your students within the Virtual Campus.

Reading an Email message

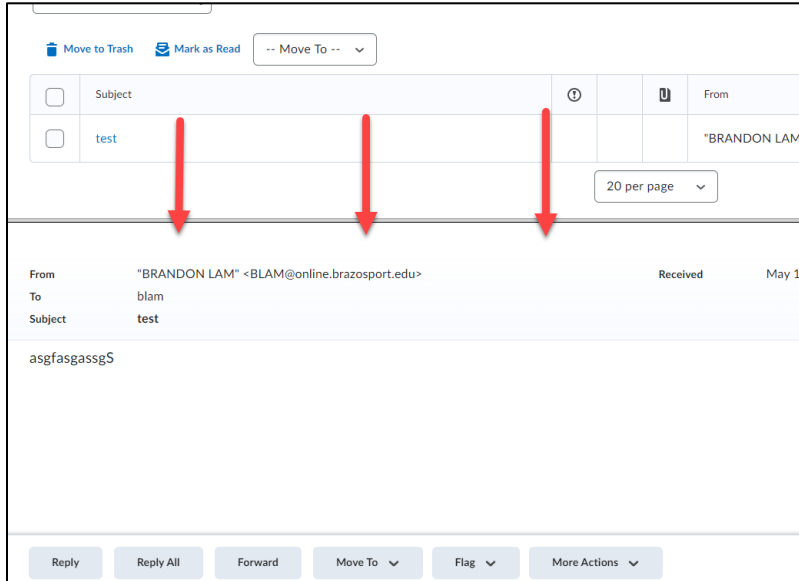
1. **Click** the communication icon on the course navbar and **select** the Email link. You must be inside your course to access the Email link.



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

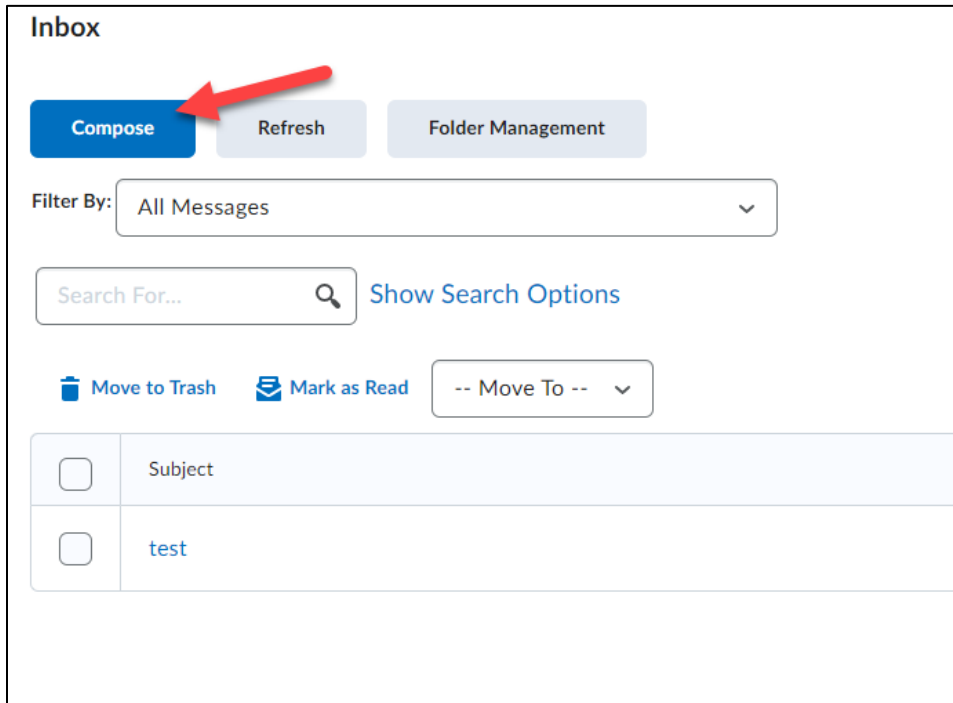


3. The email message is viewable under the Message List. Use the Message Preview menu to Reply, delete, Mark (message as) Unread and print.

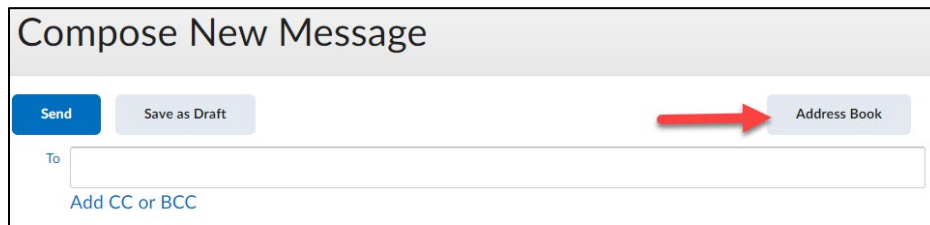


Compose and Email Message

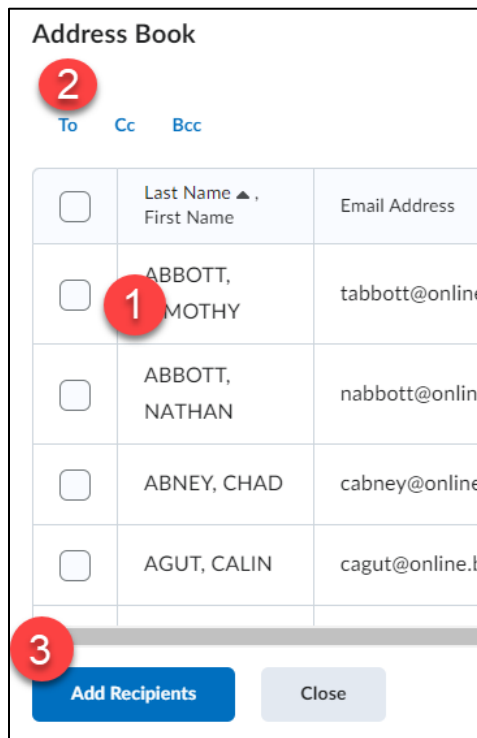
1. Click the Compose button from the Inbox menu.



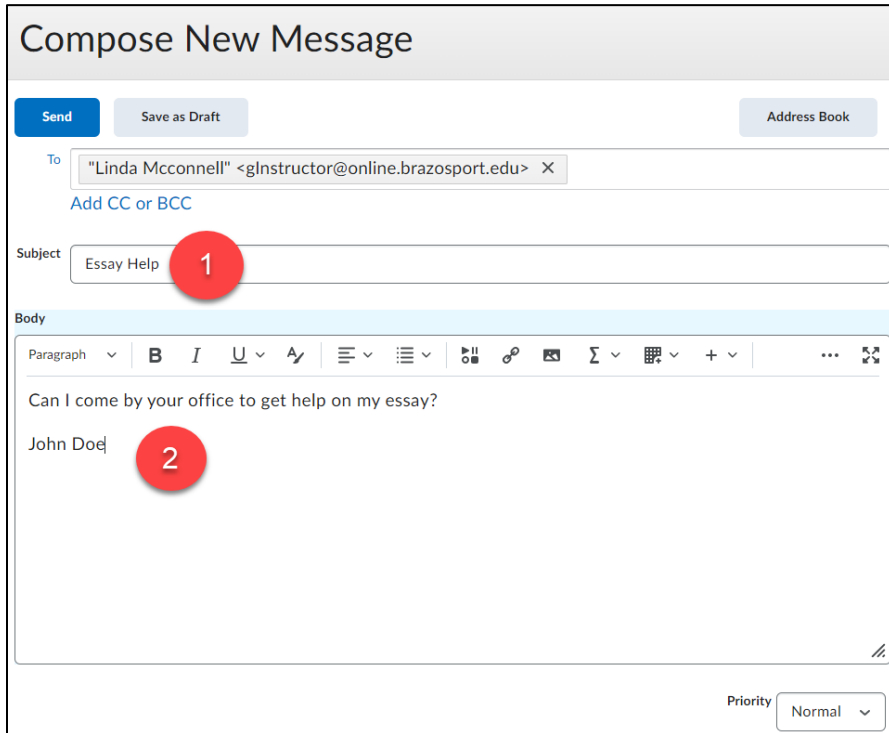
2. Click the Address Book button and search for the person you want to send the email to.




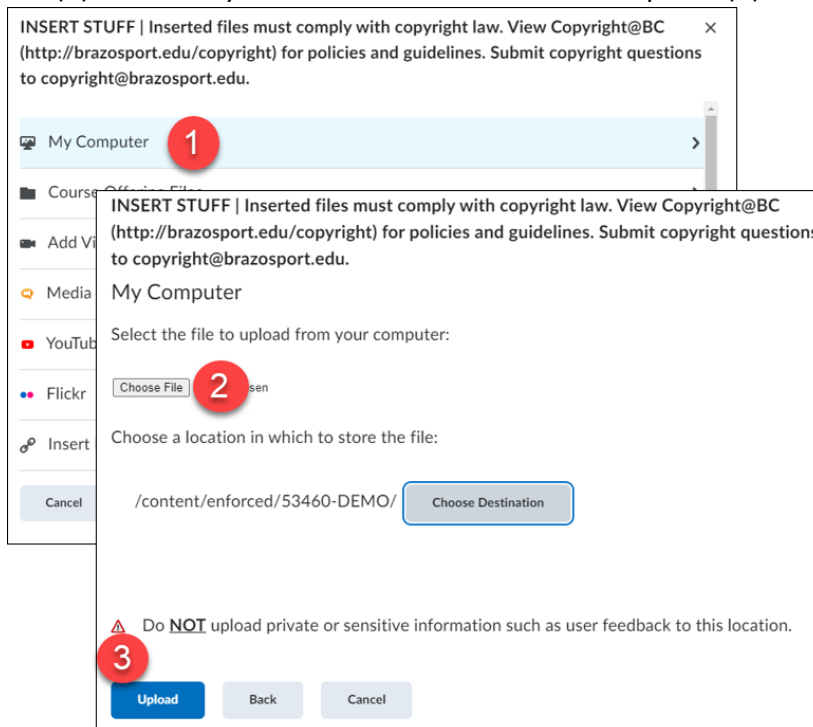
3. Select the checkbox next to the recipient (1), click the "To" text link (located on the top and bottom of the list) (2) and click the Add Recipients button (3).



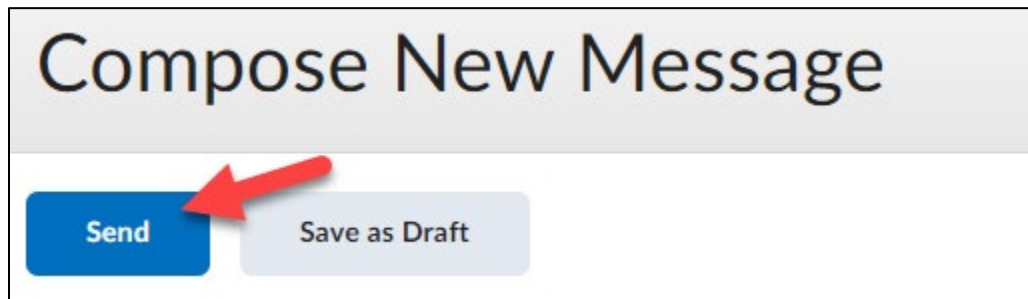
4. **Type** in a subject for the email (1) and **enter** your message in the Body text block (2).



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).

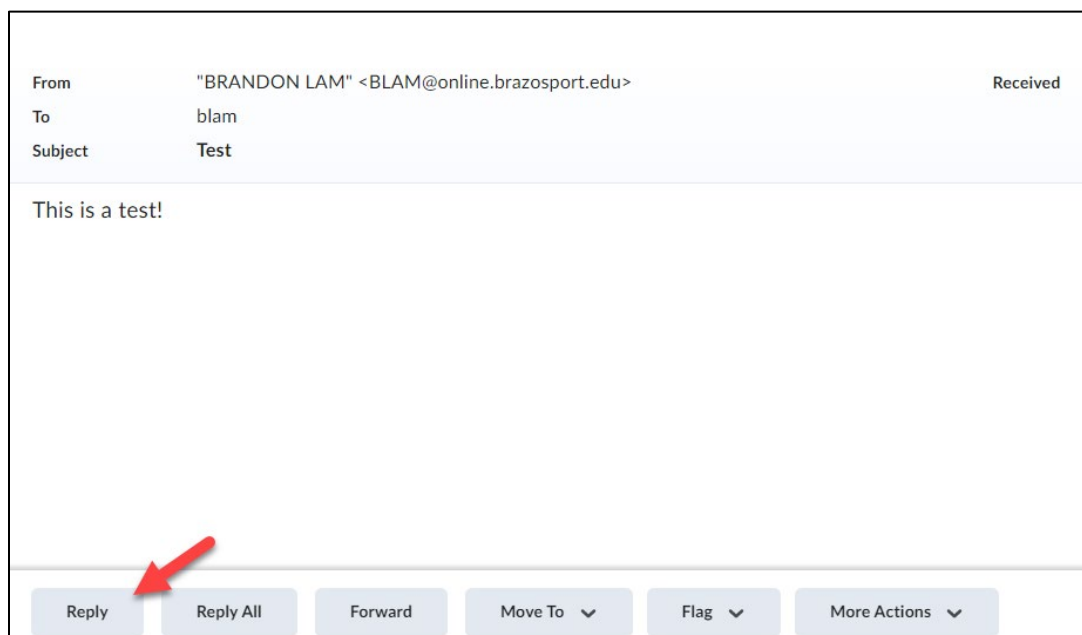


6. Click the Send button.

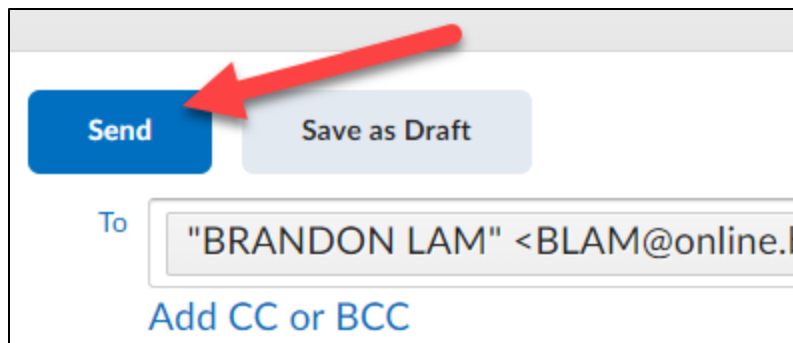


Replying to a message

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

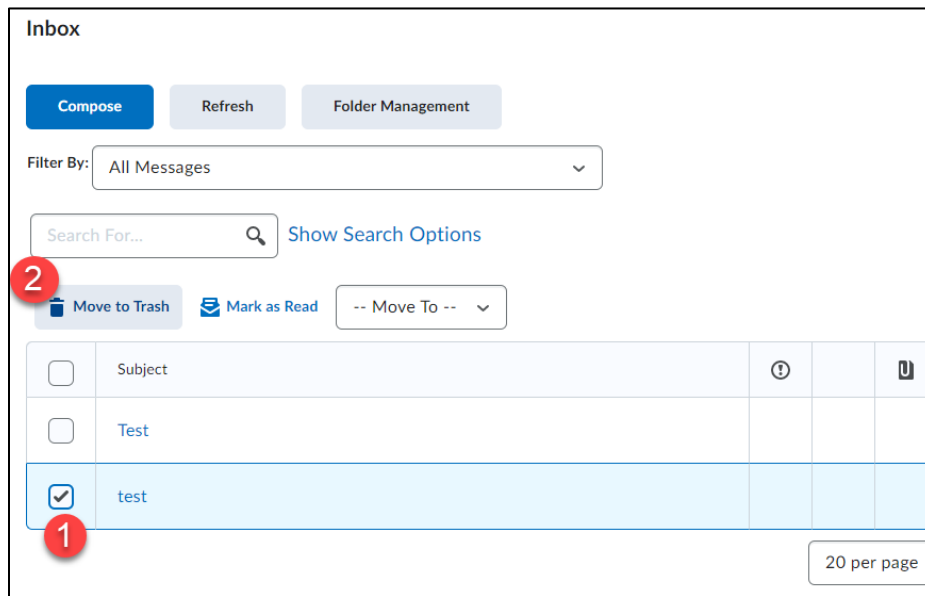


2. Type in your reply message in the Message text block and click the Send button.

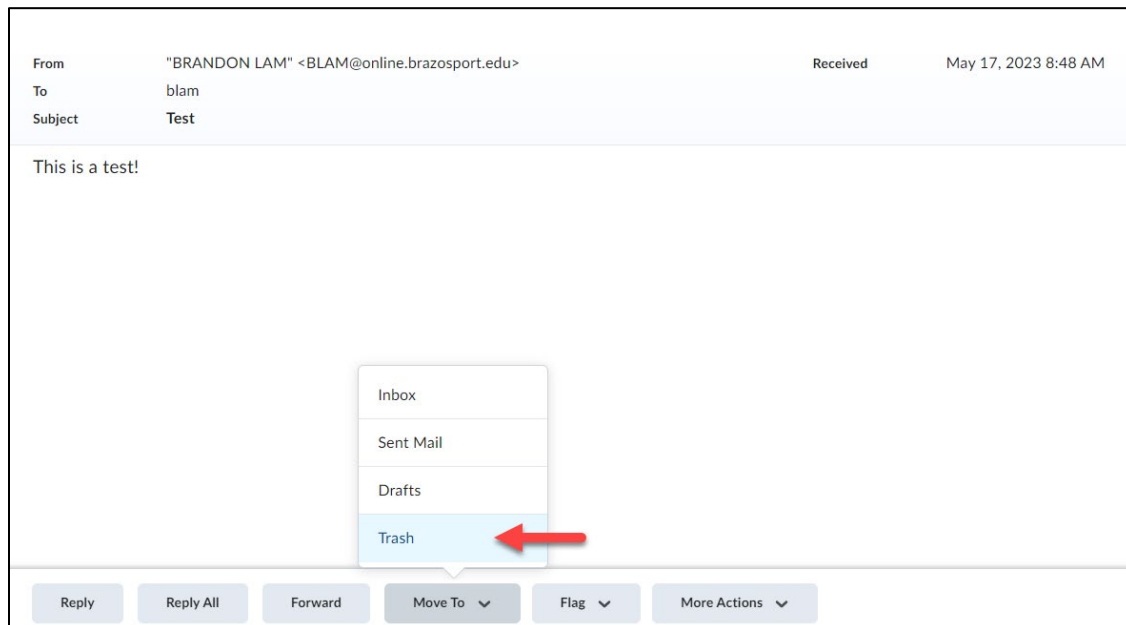


Deleting Messages

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

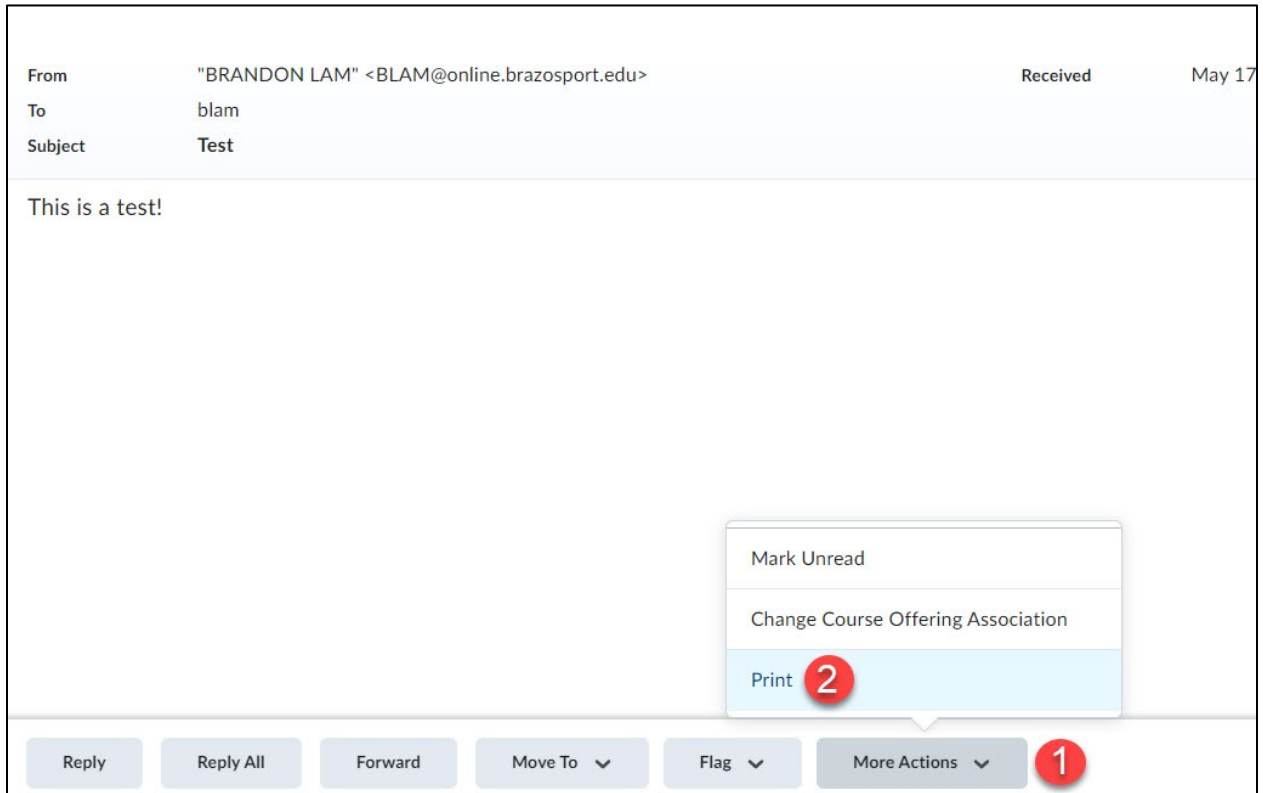


2. You can also remove a message via Message Preview, just open a message and in the Message Preview navmenu **click** the Move To button and select Move to Trash from the drop-down menu.



Printing a Message

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



The screenshot shows an email message preview. The header includes: From: "BRANDON LAM" <BLAM@online.brazosport.edu>, To: blam, Subject: Test, Received: May 17. The body of the message contains the text "This is a test!". At the bottom, there is a navigation bar with buttons for Reply, Reply All, Forward, Move To, Flag, and More Actions. The More Actions button is highlighted with a red circle labeled '1'. A dropdown menu is open from the More Actions button, showing options: Mark Unread, Change Course Offering Association, and Print. The Print option is highlighted with a red circle labeled '2'.

Forwarding Email Option

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



The screenshot shows an email inbox interface. At the top right, there is a Settings icon (a gear) with a red arrow pointing to it. Below the Settings icon are buttons for Compose, Refresh, and Folder Management. The Filter By dropdown is set to All Messages. The Folder dropdown is set to Inbox. There is a search bar with the text "Search For..." and a "Show Search Options" link. Below the search bar are buttons for Move to Trash, Mark as Read, and Move To. The inbox list shows a message with Subject: Test, From: "BRANDON LAM" <BLAM@on...>, Date: May 17, 2023 8:48 AM, and Size: 0.1 KB.

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@brazospc 2

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

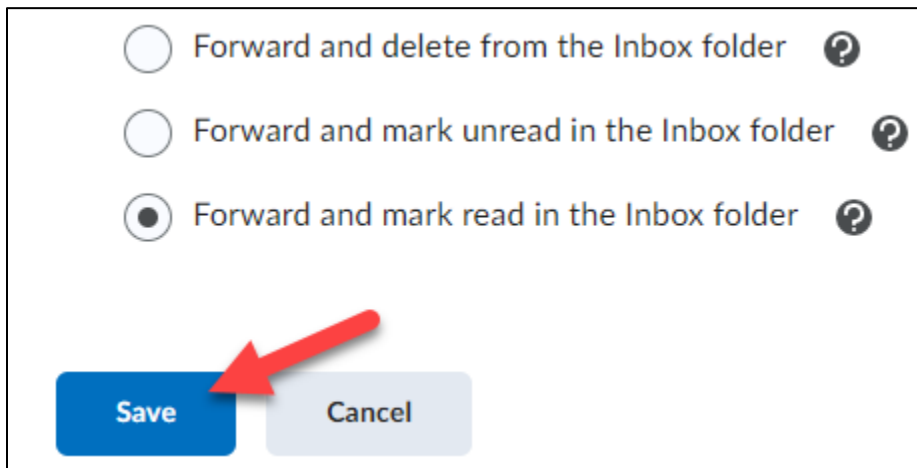
3. **Choose** one of the three options. The forward and delete from the Inbox folder option (1) will forward any email sent to your account to the address specified. The email will not be accessible 11 Using Email Distance Learning & Online Instruction through D2L. The forward and mark unread in the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



A screenshot of a settings dialog box. It contains three radio button options, each followed by a question mark icon. The first option is "Forward and delete from the Inbox folder", the second is "Forward and mark unread in the Inbox folder", and the third is "Forward and mark read in the Inbox folder". The third option is selected. Below the options are two buttons: a blue "Save" button and a grey "Cancel" button. A red arrow points to the "Save" button.

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.

