A picture containing shape

Description automatically generatedThe Email tool allows you to send and receive emails from your students within the 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.

A screenshot of a phone

Description automatically generated

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

A screenshot of a computer

Description automatically generated

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

A screenshot of a computer

Description automatically generated

**Compose an Email Message**

1. **Click** the Compose button from the Inbox navmenu.

A screenshot of a computer

Description automatically generated

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

A red arrow pointing to address book

Description automatically generated

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**).

A screenshot of a search box

Description automatically generated

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

A screenshot of a computer

Description automatically generated

1. To add an attachment, **click** Upload (**1**), **locate** the file on your computer (**2**), **click** on it once to select it and **click** the Open button (**3**).

A screenshot of a computer

Description automatically generated

1. **Click** the Send button.

A screenshot of a computer

Description automatically generated

**Replying to a message**

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

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Description automatically generated

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

A screenshot of a computer

Description automatically generated

**Deleting Messages**

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

A screenshot of a computer screen

Description automatically generated

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.

A screenshot of a computer

Description automatically generated

**Printing a Message**

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

A screen shot of a computer

Description automatically generated

**Forwarding Email Option**

1. **Click** on the settings option on the top right of the inbox folder.

A screen shot of a computer

Description automatically generated

1. **Scroll** down the page and locate the Forwarding Options section.

A screenshot of a message box

Description automatically generated

1. **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**).

A screenshot of a computer screen

Description automatically generated

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 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.*

A screenshot of a email

Description automatically generated

1. **Click** the Save button.

A screenshot of a computer

Description automatically generated

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

[Note: All Desire2Learn forwarded emails will display the username of the sender followed by

@online.brazosport.edu in your inbox.] - You must log into D2L to reply to a forwarded message.

**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.

A picture containing font, logo, design

Description automatically generated