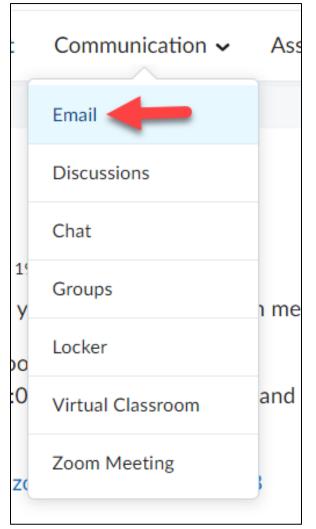


Email

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.

Folder List	Inbox	
📄 Inbox (1)	Index .	
🛅 Sent Mail		
🛅 Drafts	Compose Refresh Folder Management	
💼 Trash		
🗎 🛅 Address Book	Filter By: All Messages	
	Search For Q Show Search Options	
	👕 Move to Trash 💆 Mark as Read 🛕 Report Spam 🛛 Move To 🗸	
	Subject	()
	Jubject	0
	Dropbox submission receipt	
	Agent Completed - Login	Ξ
	Agent completed - Login	-

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

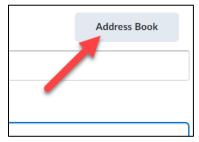
🝵 Mov	e to Trash 🗧 Mark as Read 🛕 Report Spam 🛛 Move	- To 🗸			
	Subject		()	U	From
	Dropbox submission receipt				helpdesk@brazosport.ed
From To	helpdesk@brazosport.edu <helpdesk@brazosport. "BRANDON LAM" <blam@online.brazosport.edu< td=""><td></td><td></td><td>Recei</td><td>ved Aug 31, 2023 10:58 AM</td></blam@online.brazosport.edu<></helpdesk@brazosport. 			Recei	ved Aug 31, 2023 10:58 AM
Subject	Dropbox submission receipt				
Submissi Received Org Unit	DN LAM ail is to confirm that your submission to assignment ion ID: 898871 d: Thursday, August 31, 2023 10:58 AM CDT :: DEMO-BLAM og.jpg (4.38 KB)	: folder Assignment 1 (l	hybrid sect	ion) was	successful.
Reply	Reply All Forward Move To 🗸	Flag 🗸 M	lore Actions	~	

Compose an Email Message

1. Click the Compose button from the Inbox navmenu.

Folder List Inbox (1) Sent Mail	Inbox
 Drafts Trash 	Compose Refresh Folder Management
Address Book	Filter By: All Messages
	Search For Q Show Search Options
	💼 Move to Trash 🗧 Mark as Read 🛕 Report Spam 🛛 Move To 🗸

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



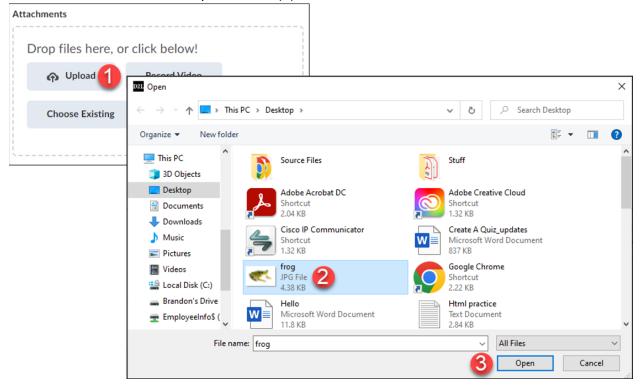
Select the checkbox next to the recipient (1), click the "To" text link (located on the top and bottom of the list) (2) and click the Add Recipients button (3).

Addre	ess Book		L	×
Sear	ch For C	Show Search Options		1
2 70	Cc Bcc			
	Last Name ▲ , First Name	Email Address	Role	Ту
	ABBOTT, TIMOTHY	tabbott@online.brazosport.edu	Instructor	Intern
1	ABBOTT, NATHAN	nabbott@online.brazosport.edu	Instructor	Intern
4	ABNEY, CHAD	cabney@online.brazosport.edu	Instructor	Intern 🗸
3 Add	l Recipients C	llose		h.

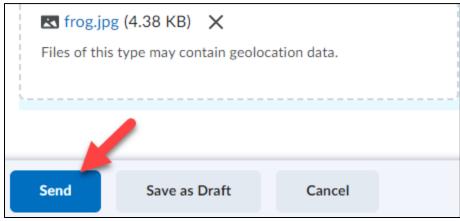
4. Type in a subject for the email (1) and enter your message in the Body text block (2).

Send Save as Draft	Address Book
To "Angela Elder" <aelder5758@online.brazosport.edu> X Add CC or BCC</aelder5758@online.brazosport.edu>	
Subject Essay Help 1	
Paragraph B I U \checkmark \equiv \equiv \circlearrowright \checkmark \blacksquare \mathscr{O} \boxtimes Σ \blacksquare Lato (Recom \checkmark 19px \checkmark \blacksquare \heartsuit \boxdot \circlearrowright	+ ~ 53
Can I come by and get help on my essay? 2 -John Doe	

5. 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).



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.

Inbox			
Compose Refresh Folder Management			
Filter By: All Messages			
Search For Q Show Search Options			
👕 Move to Trash 🛛 🗟 Mark as Read 🛕 Report Spam 🛛 Move To 🗸			
Subject	(!)		U
Dropbox submission receipt			
Agent Completed - Login	₹	Y	
From helpdesk@brazosport.edu <helpdesk@brazosport.edu></helpdesk@brazosport.edu>			Recei
To "BRANDON LAM" <blam@online.brazosport.edu></blam@online.brazosport.edu>			
Subject Dropbox submission receipt			
BRANDON LAM			
Reply Reply All Forward Move To V Flag V	More Act	tions 🗸	vas

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

Send	Save as Draft
7.	helpdesk@brazosport.edu <helpdesk@brazosport.edu> ×</helpdesk@brazosport.edu>
	Add CC or BCC
Subject	RE: Dropbox submission receipt

Deleting Messages

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

I	nbox				
	Comp	ose	Refresh	Folder Management	
I	Filter By:	All Mess	ages		~
	Search	For	Q SI	now Search Options	
	i Mo	ve to Trash	🛃 Mark as Re	ad 🛕 Report Spam	Move To 🗸
		Subject			
		Dropbo	x submission rec	eipt	

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.

٦

From	helpdesk@b	razosport.edu <he< td=""><td>elpdesk@brazosport.edu</td><td>1></td><td>Red</td></he<>	elpdesk@brazosport.edu	1>	Red
То	"BRANDON	LAM" <blam@o< td=""><td>nline.brazosport.edu></td><td></td><td></td></blam@o<>	nline.brazosport.edu>		
Subject	Dropbox sul	omission receipt			
BRANDON	LAM		Inbox		
	This email is to confirm that your submis Submission ID: 898871 Received: Thursday, August 31, 2023 10 Org Unit: DEMO-BLAM		Sent Mail	er Assignme	nt 1 (hybrid section) wa
Submission			Drafts		
Received: T			Trash		
Org Unit: D					
Reply	Reply All	Forward	Move To 🗸	Flag 🗸	More Actions 🗸

Printing a Message

Г

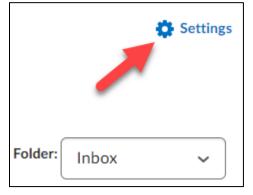
Γ

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

From	helpdesk@brazosport.edu < helpdesk@brazosport.edu > Received	Au
То	"BRANDON LAM" <blam@online.brazosport.edu></blam@online.brazosport.edu>	
Subject	Dropbox submission receipt	
BRANDON LA	AM Mark Unread	
This email is to		ssful.
Submission ID	0: 898871 Change Course Offering Association	
Received: Thu	Irsday, August 31, 2023 10:58 AM CDT	
Org Unit: DEN	MO-BLAM	
Reply	Reply All Forward Move To Flag More Actions	

Forwarding Email Option

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



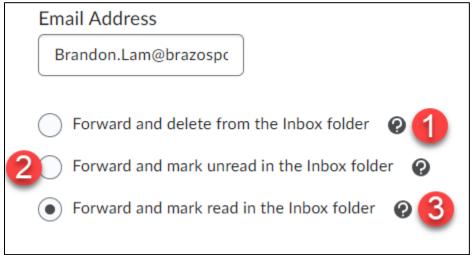
2. Scroll down the page and locate the Forwarding Options section.

Display Options
 Show the Message Preview pane Show the Folder List pane Mark messages as read when viewed in the Message Preview pane Show internal email addresses in the Address Book Show external email addresses in the Address Book Allow filtering messages and contacts on group enrollment
Forwarding Options
Email Address Brandon.Lam@brazospc
 Forward and delete from the Inbox folder Forward and mark unread in the Inbox folder Forward and mark read in the Inbox folder

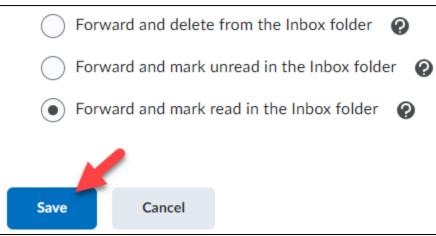
3. Check the Forward incoming messages to an alternate email account box (1). Enter the Email Address where you want your D2L emails to be forwarded to (2).

Forwarding Options 1
 Forward incoming messages to an alternate email account
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 Q

4. 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 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.



5. Click the Save button.



6. 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 <a>
 on it in the minibar. Click the icon to view new email(s) and access them through your Email.

