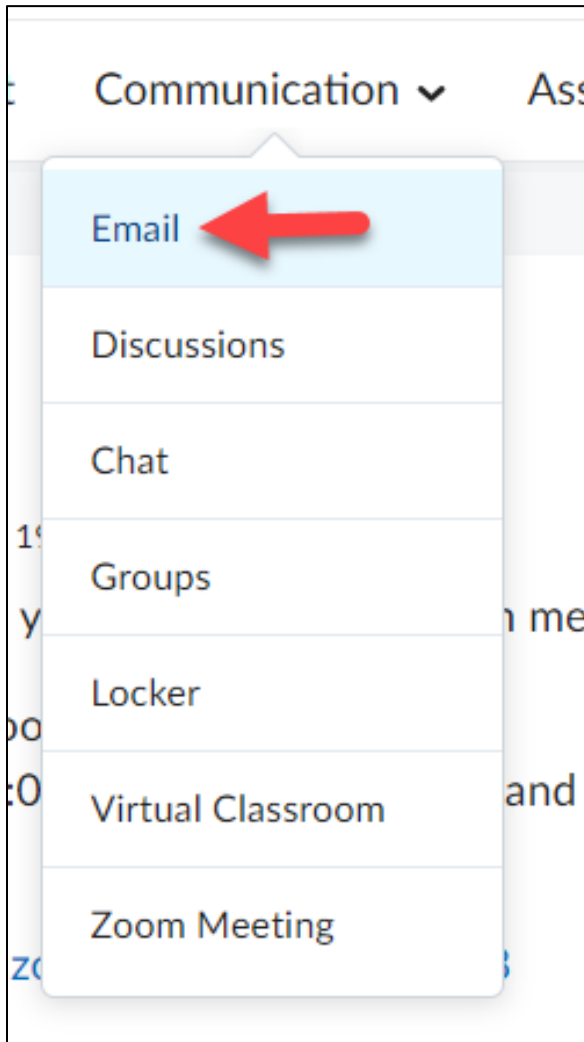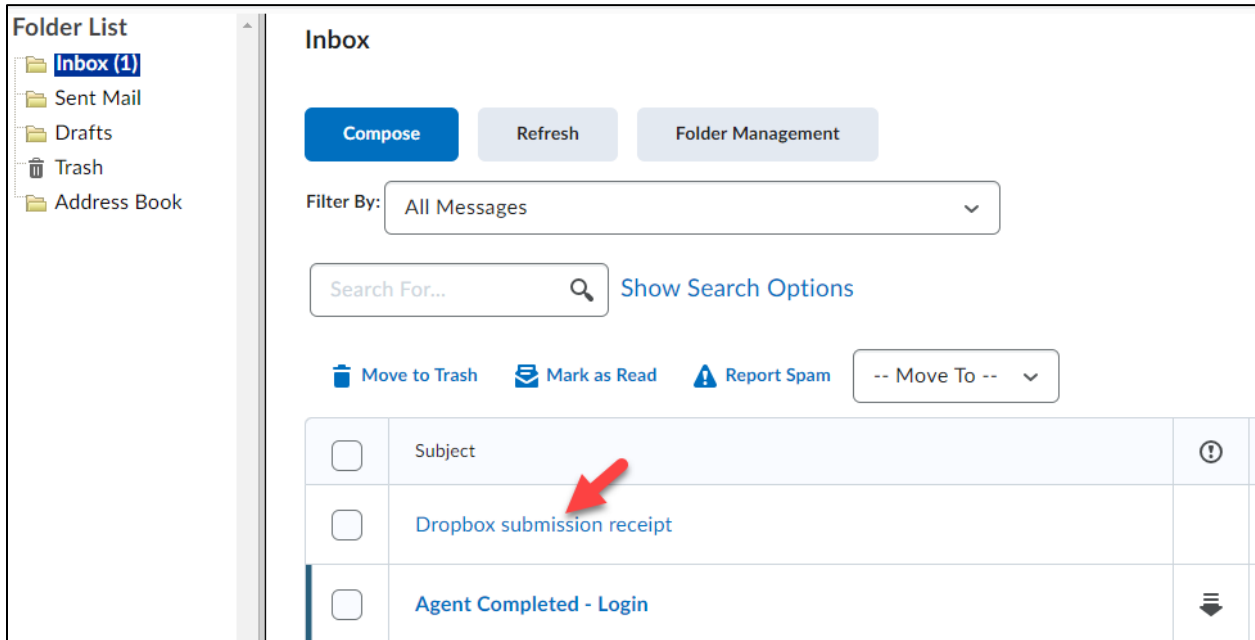*Email*

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

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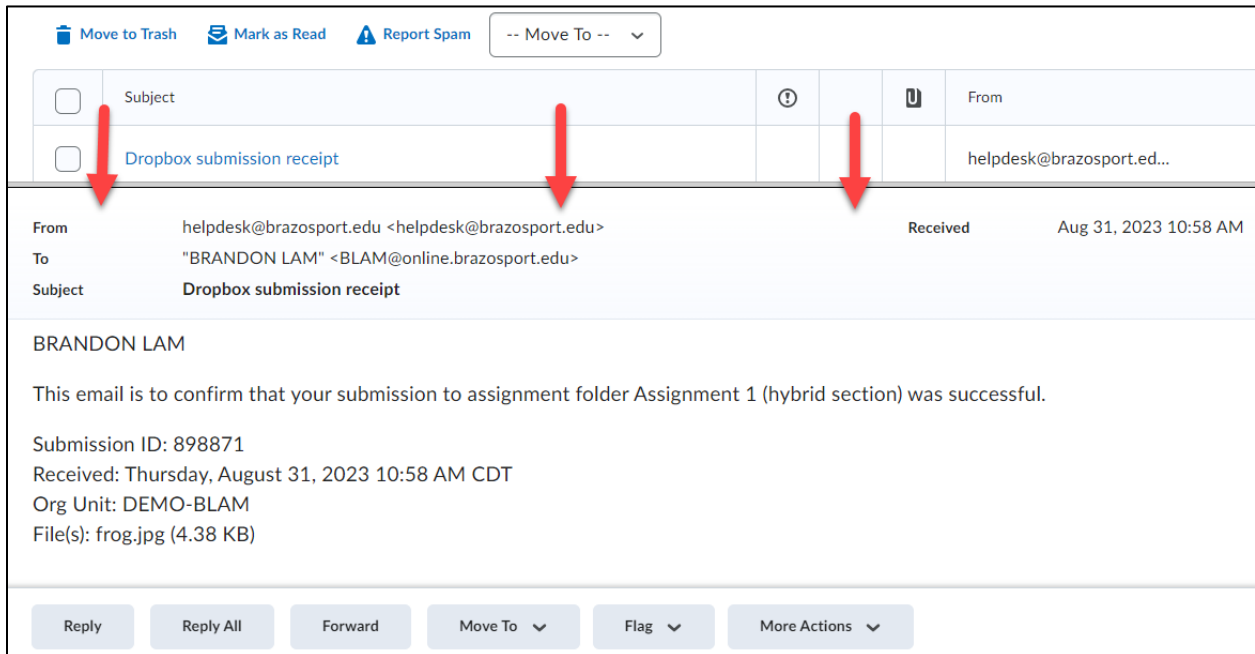
1. **Click** the Communication icon on the course navbar and select the Email link. You must be inside your course to access the Email link.

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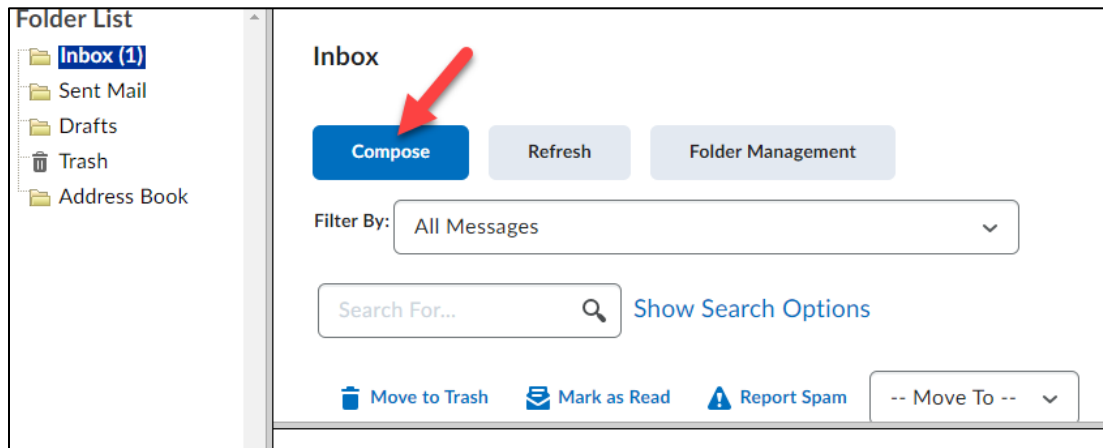

3. The email message is viewable under the Message List. **Use** the Message Preview navmenu to Reply, delete, Mark (message as) Unread and print.
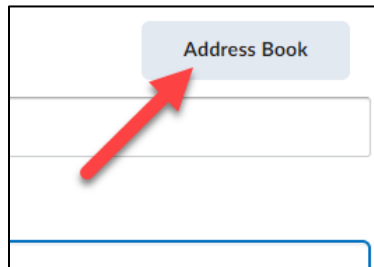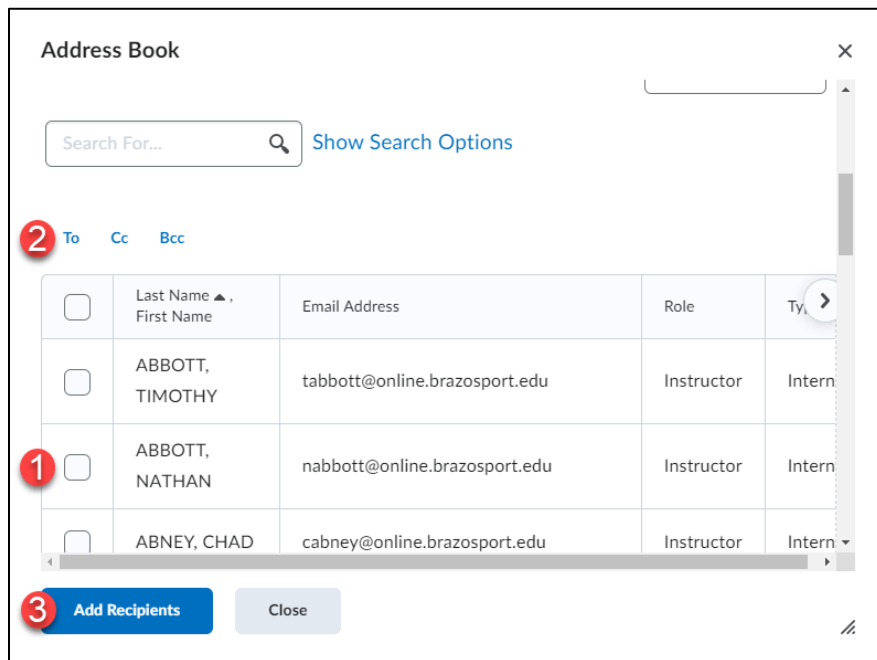
Compose an Email Message

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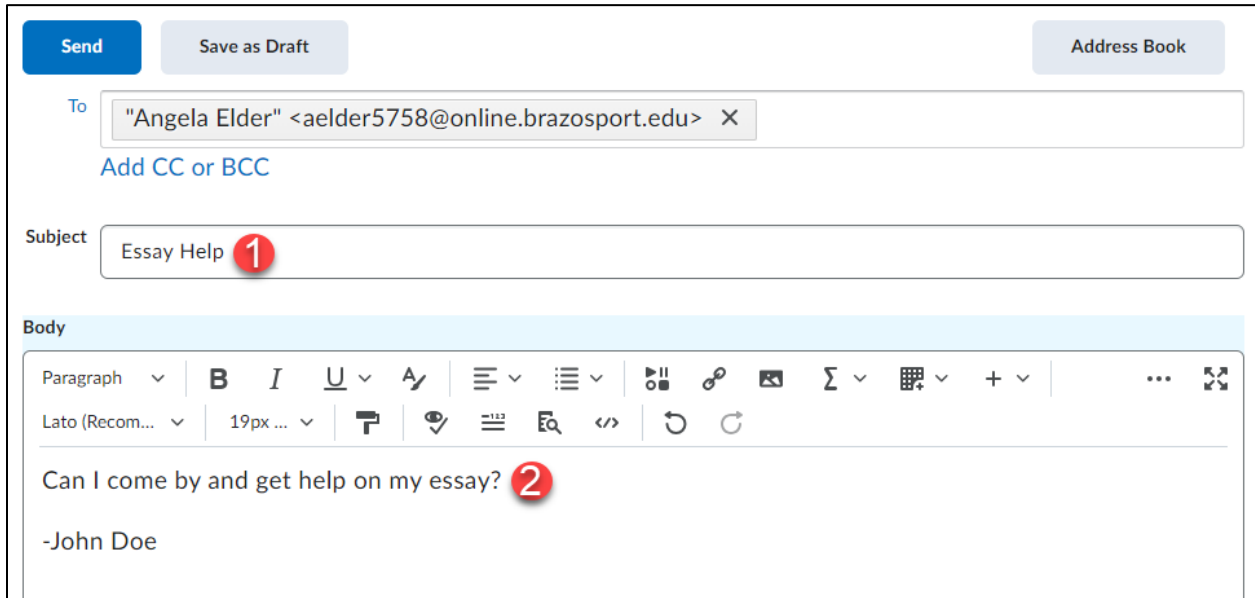

2. **Click** the Address Book button and search for the person you want to send the email to.

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** Upload (**1**), **locate** the file on your computer (**2**), **click** on it once to select it and **click** the Open button (**3**).
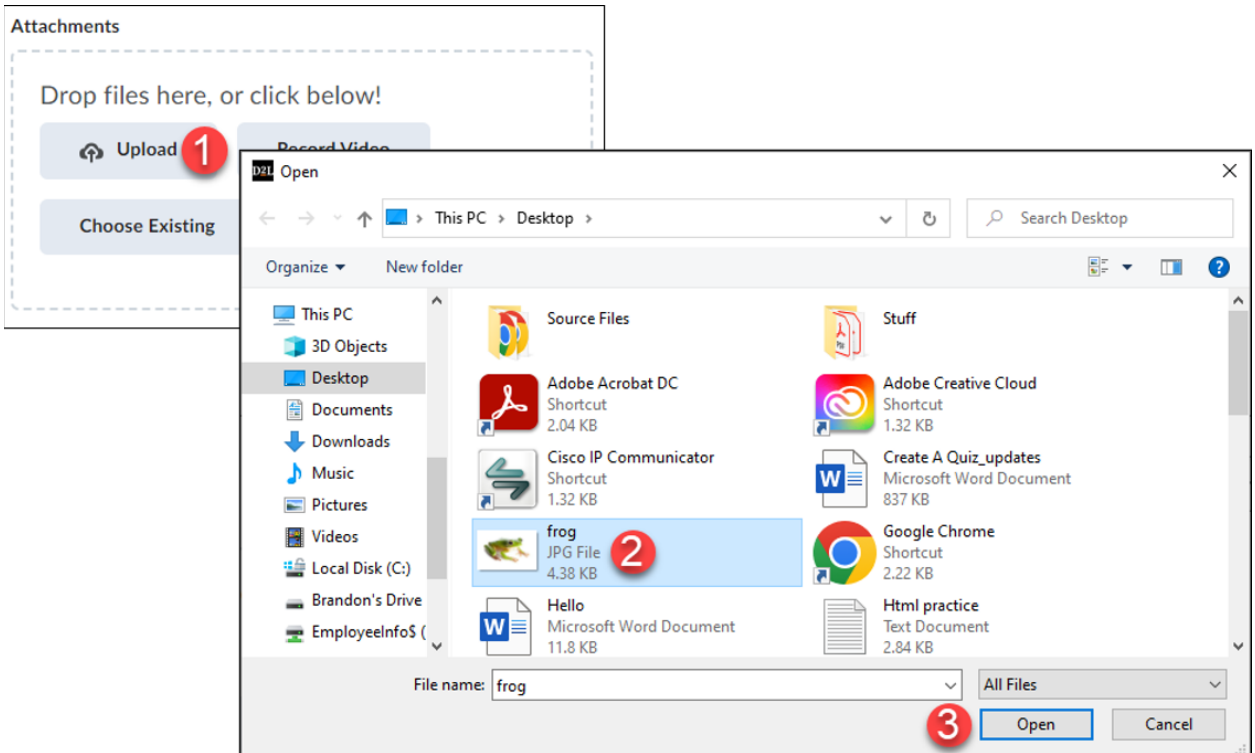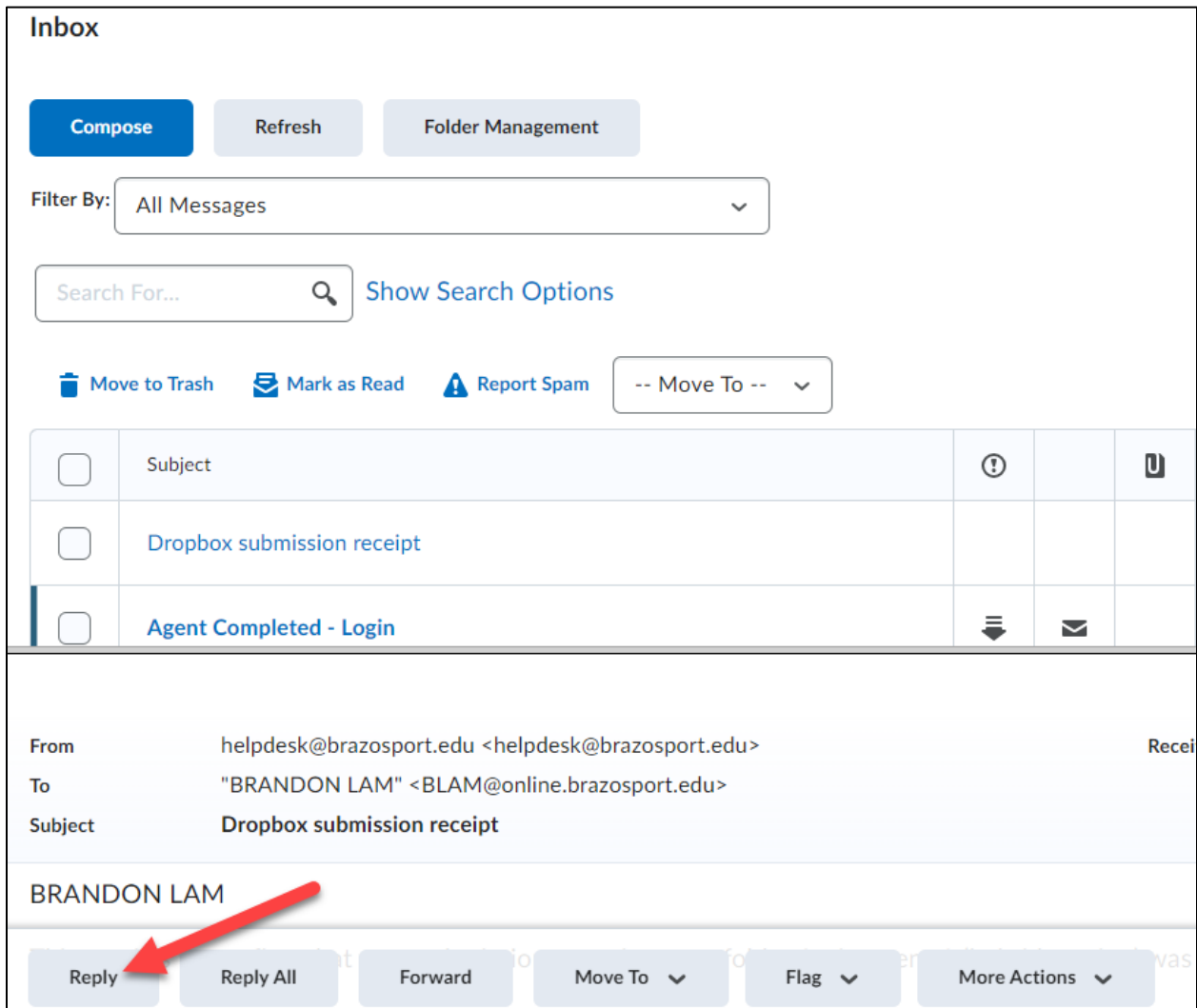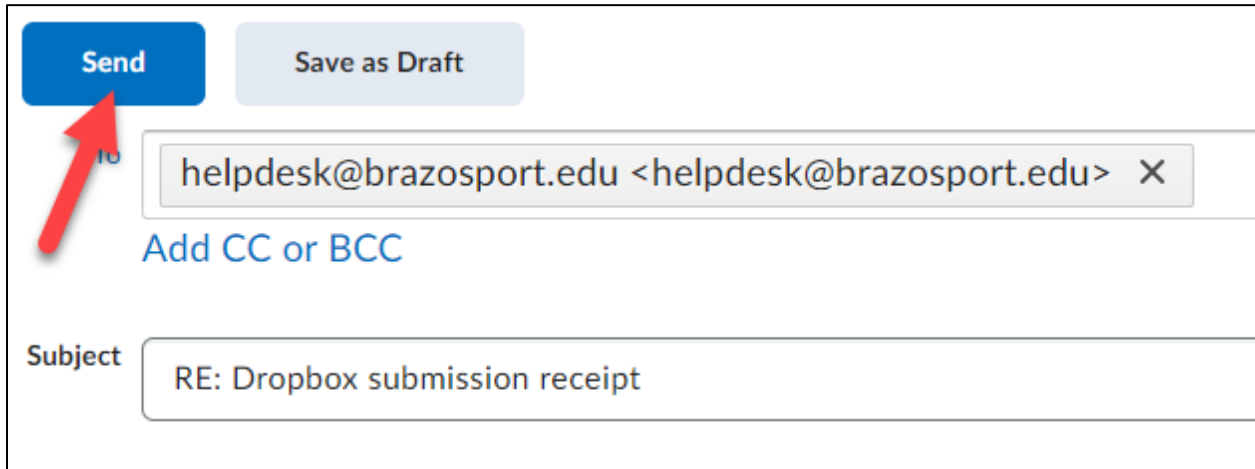
6. **Click** the Send button.
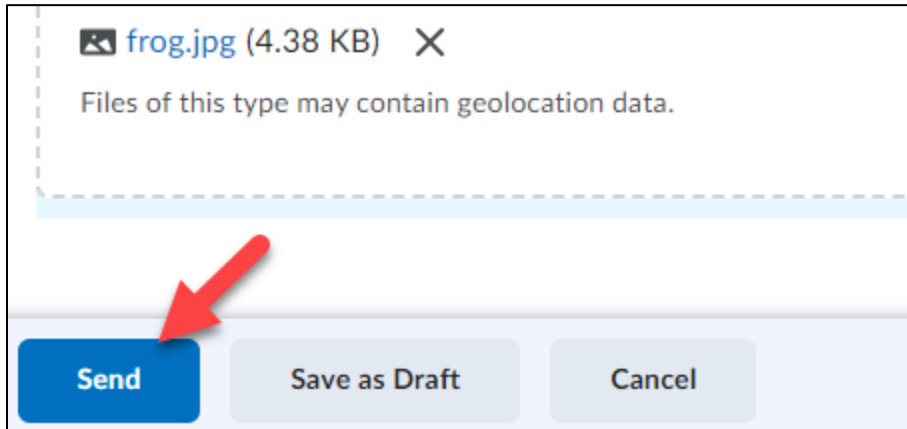
Replying to a message
1. **Click** on a message in the Message List and **click** the Reply button in the Message Preview navmenu.

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

| Send | Save as Draft |
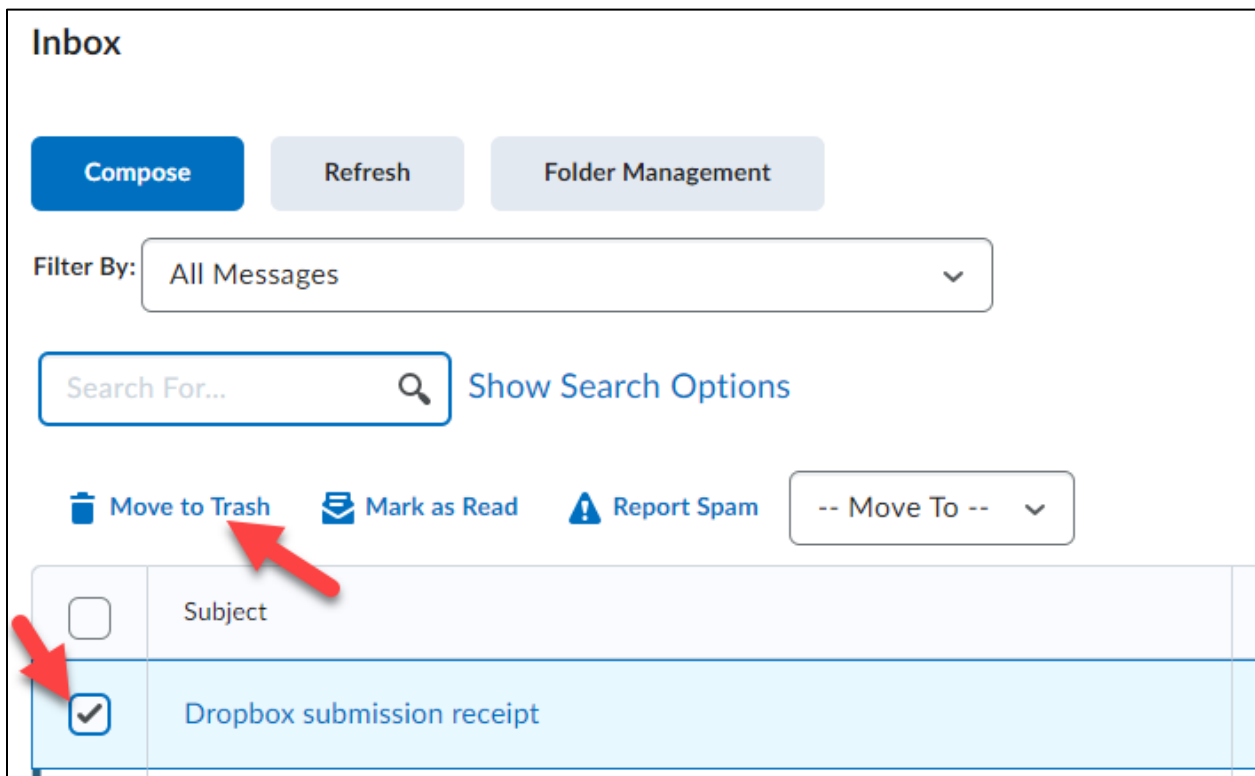
helpdesk@brazosport.edu <helpdesk@brazosport.edu> ✕

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.

Inbox

| Compose | Refresh | Folder Management |

Filter By: All Messages ⌄

Search For... 🔍   Show Search Options

🗑 Move to Trash   ⮒ Mark as Read   ⚠ Report Spam   -- Move To -- ⌄

☐   Subject

☑   Dropbox submission receipt

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.
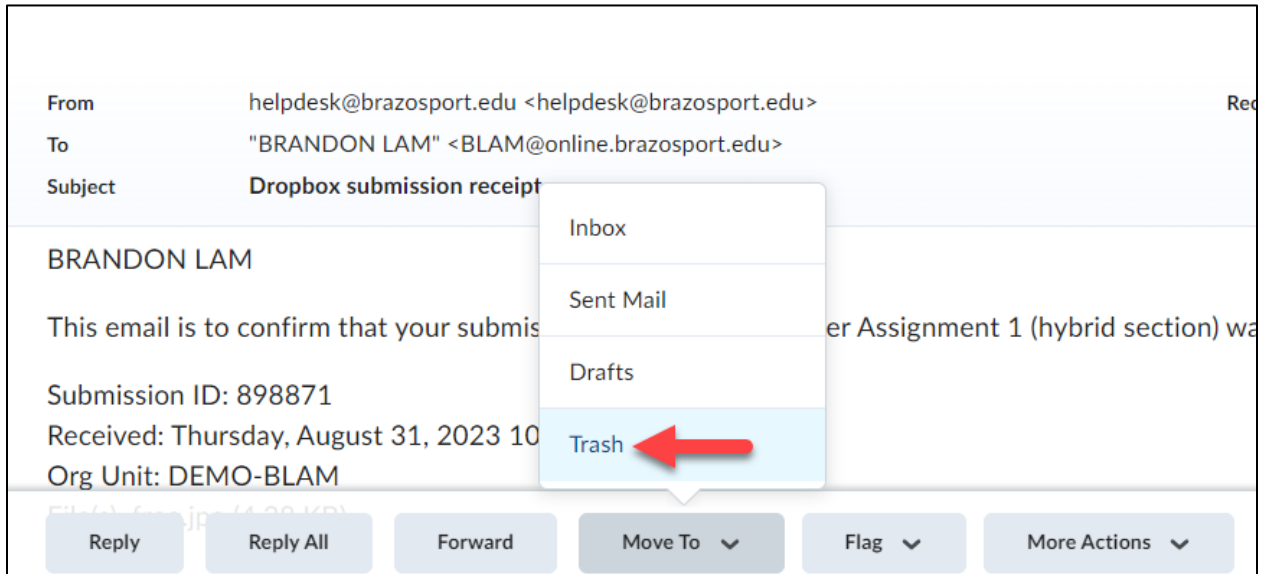
Printing a Message

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

Forwarding Email Option

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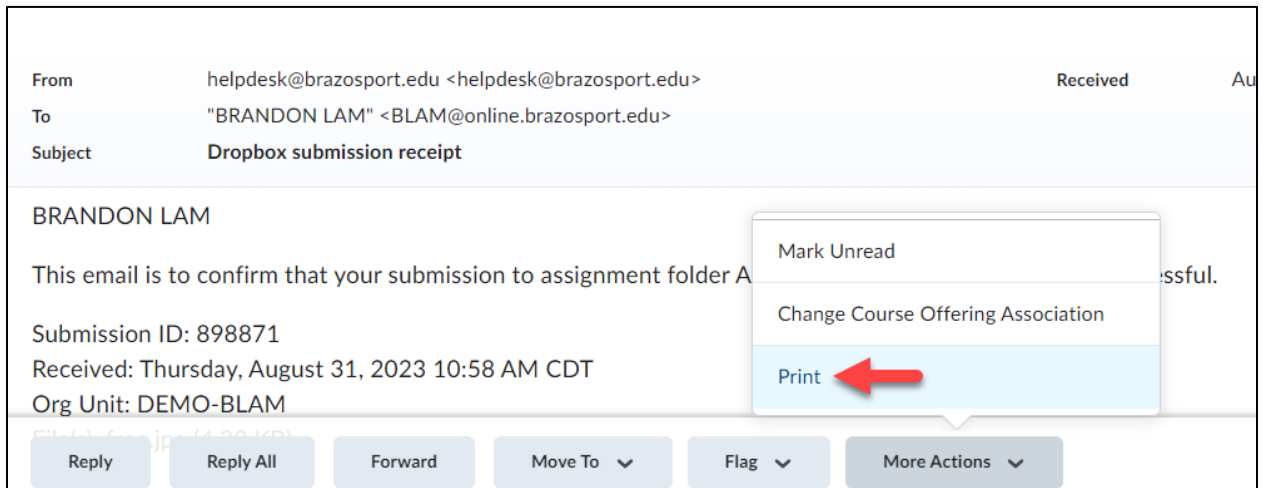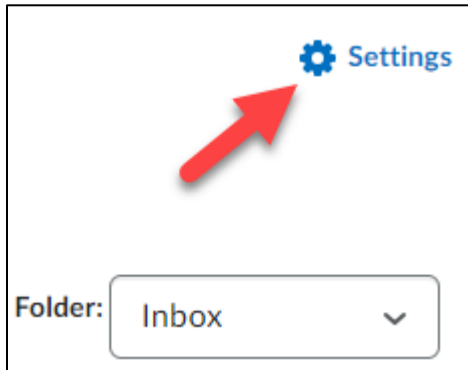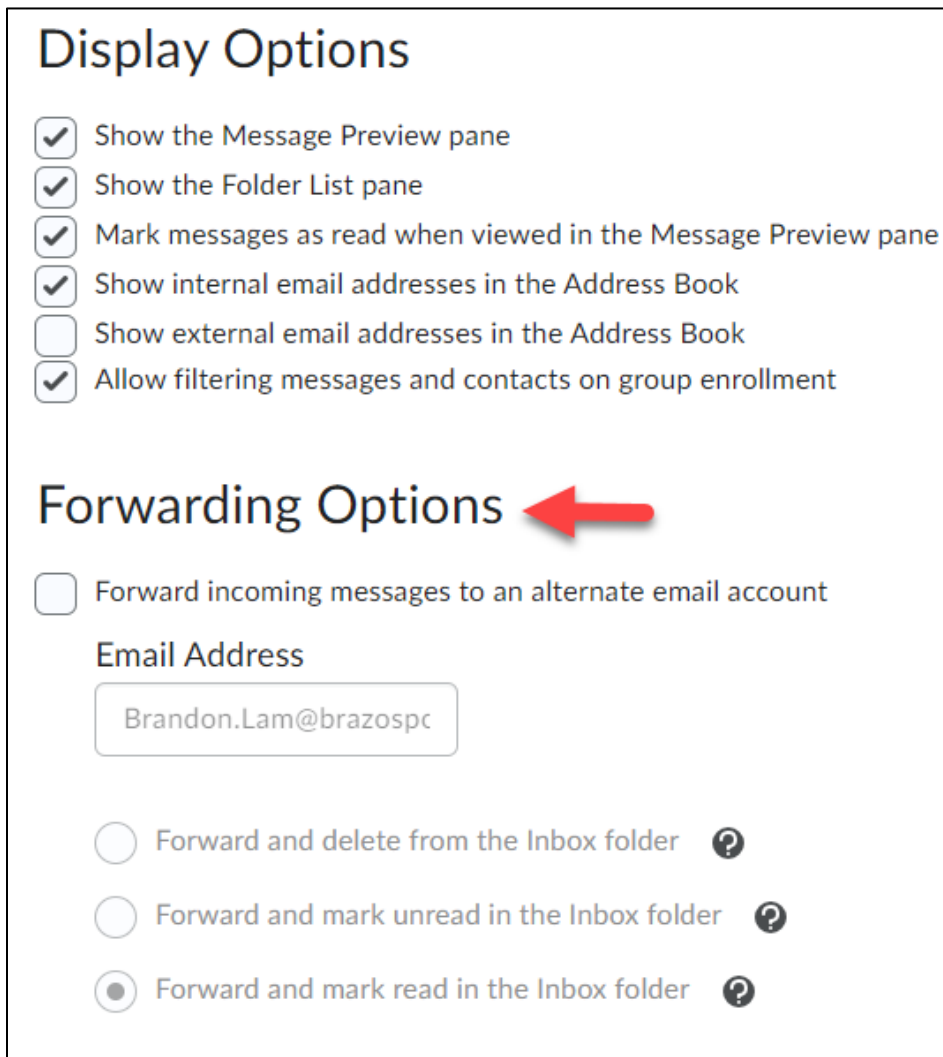
⚙ Settings

Folder: Inbox ⌄

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

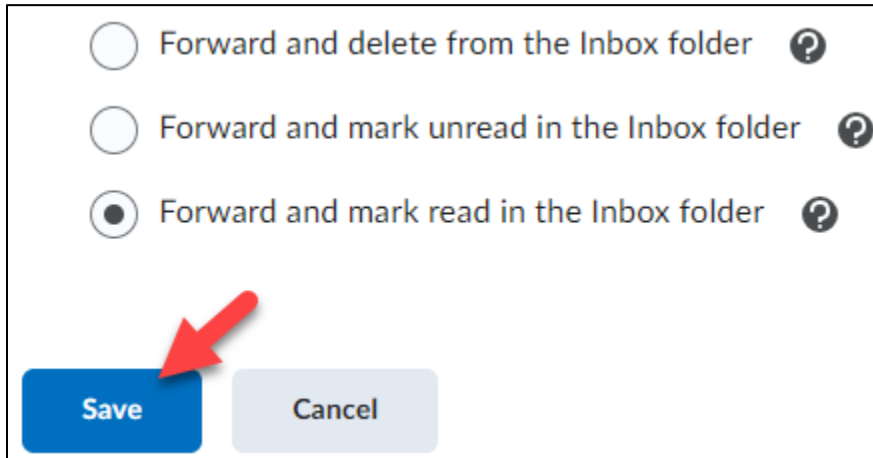☐ Forward incoming messages to an alternate email account

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**).

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 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 ● on it in the minibar. **Click** the icon to view new email(s) and access them through your Email.