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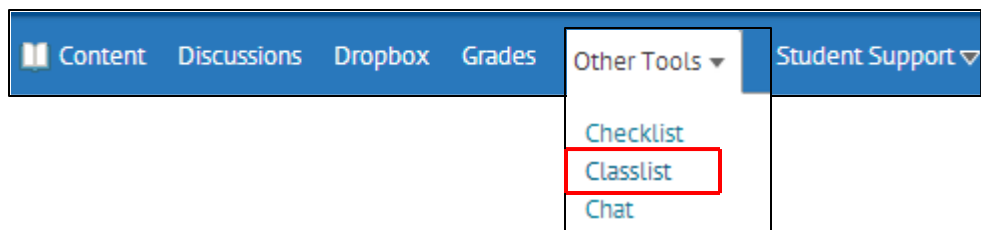
Overview: The Email tool allows you to send emails to your instructors or your classmates within D2L. It is important to note, you will only be able to send emails to other D2L users.

Objectives: Upon reading this reference guide you should be able to...

- Send an Email
- Check Email
- Reply to an Email

Send an Email:

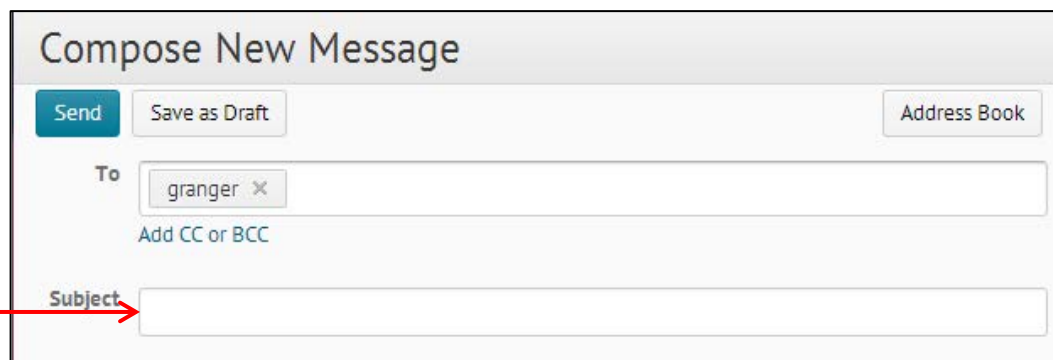
1. First, click the "Other Tools" link on the Nav bar, and then choose "Classlist".



2. Click the name of the instructor or student you would like to send an email message to.



3. Enter a subject for your email message.





1886

4. Enter your email message in the "Body" box.



5. If you would like to add any attachments to your message, click the "Upload" button under "Attachments". You may then browse your computer for the document you want to send.

6. When are you finished composing your message, scroll to the top of the pop-up window, and click the "Send" button.

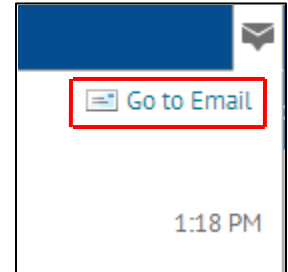


Check Email:

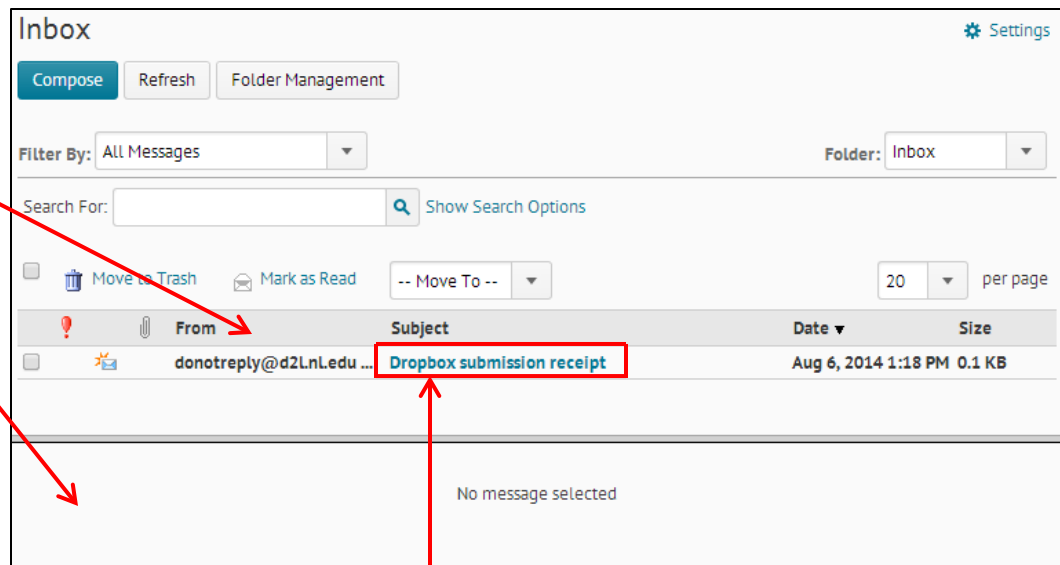
1. Click on the envelope icon that is located on your mini bar at the top of the screen.



2. Click "Go to Email"

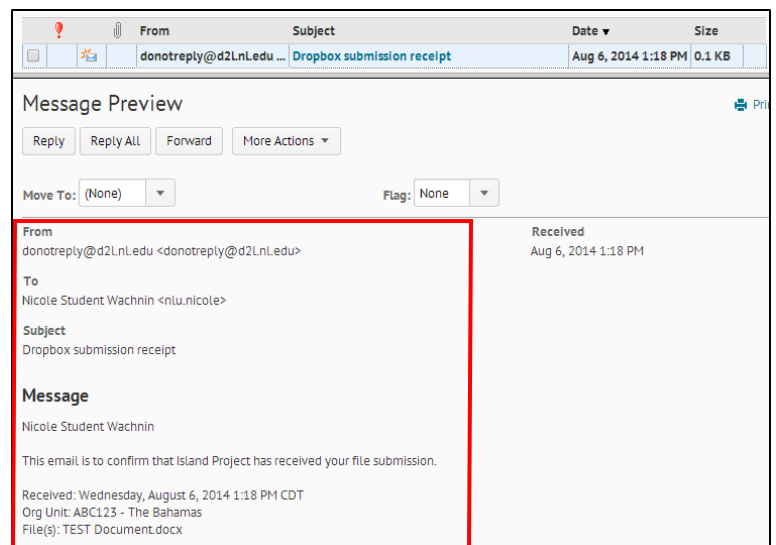


3. You will be directed to your email inbox. You will find a list of all received messages on the top portion of the screen; and a preview of any message that you have currently selected, on the bottom portion of the screen.



4. To read an email in your inbox, click the subject of that email message.

5. The message will display in the bottom portion of the screen.

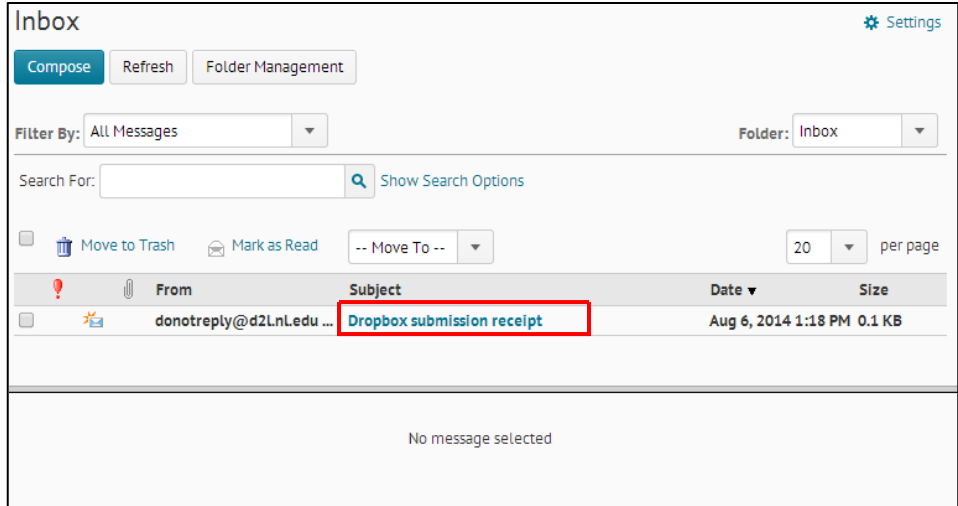




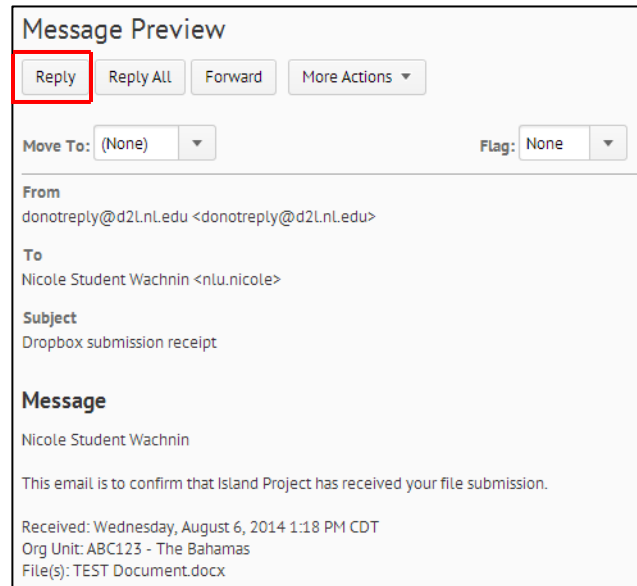
1886

Reply to an Email:

1. First, click on the email you would like to read and respond to.



2. Locate and click on the "Reply" button at the top of the received message.



3. You may then create an email just as before by entering a subject, a body message, adding attachments if necessary and clicking send.

