



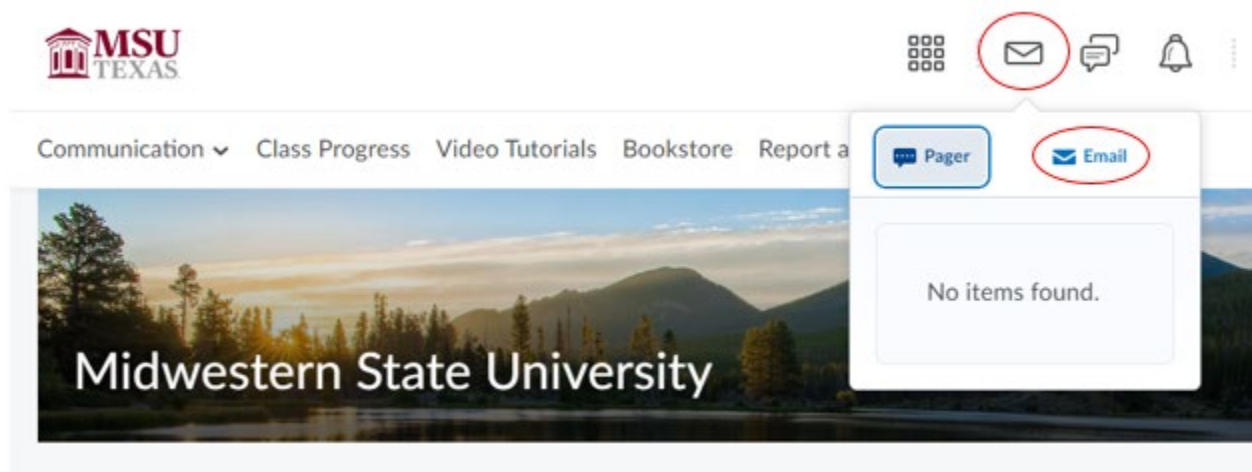
## Email

D2L has an email system that is separate from the MSU email system. It is a basic system that allows for quick, direct communication with your class or an individual student without leaving D2L.

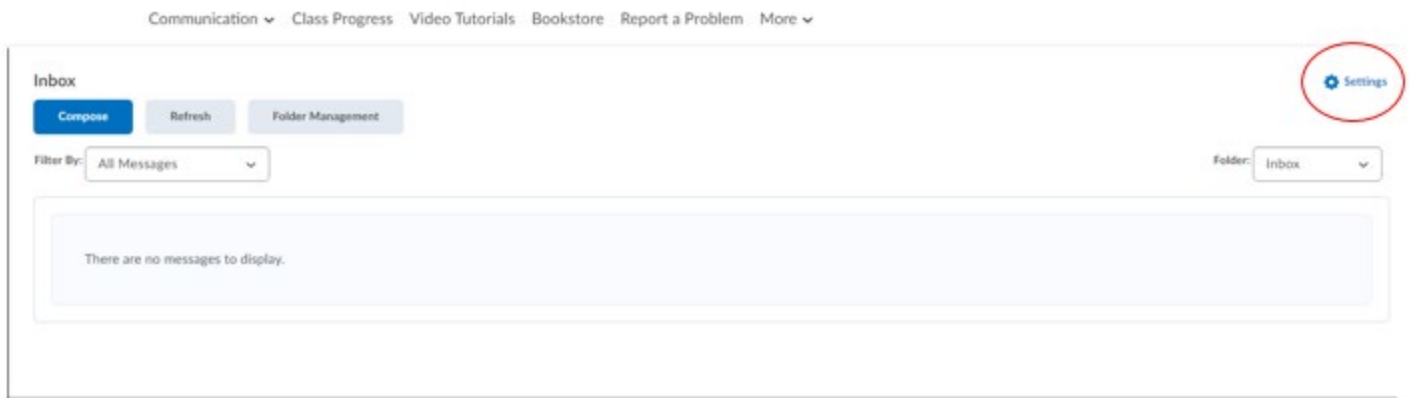
If you would rather stick with using your MSU email exclusively, that is ok. However, we do ask that you **forward the D2L email to your MSU email** because students may try to reach you directly in D2L.

How to access and forward your email if desired:

1. Access the email in at the top of the screen by clicking on the envelope icon and click Email.



2. This will take you to the inbox, click on settings in the right corner of the inbox.



3. Scroll down until you see Forwarding Options and select the desired settings.

## Forwarding Options

Forward incoming messages to an alternate email account

### Email Address

{Email}

Forward and delete from the Inbox folder ?

Forward and mark unread in the Inbox folder ?

Forward and mark read in the Inbox folder ?

4. Click Save.

## Classlist

The classlist tool is where the list of students enrolled in the course exists. This is included in communication because the tool allows you to email the whole class or individual students directly from the classlist.

1. Navigate to the tool by clicking Communication in the navbar and selecting Classlist. It will open the menu. You can select all or individual students and click email in the toolbar to send an email.

# Classlist




Enrollments/Withdrawals    Email Classlist

All    Students    Instructor

View By: User    Apply

Search For...    Show Search Options

Email    Page    Print

<input type="checkbox"/>	Image	Last Name ▲, First Name	Username	Role	Last Accessed
<input type="checkbox"/>		Maxwell, Student ▼	student.maxwell	Student	Jun 2, 2020 2:10 PM
<input type="checkbox"/>		McAfee, Danielle ▼	danielle.mcafee	Instructor	Jul 8, 2020 8:50 AM
<input type="checkbox"/>		McAfee, Student ▼	student.mcafee	Student	Jul 2, 2020 8:54 AM

*IMPORTANT: This will send emails in D2L only unless the student has set their D2L email to forward to a different email.*

