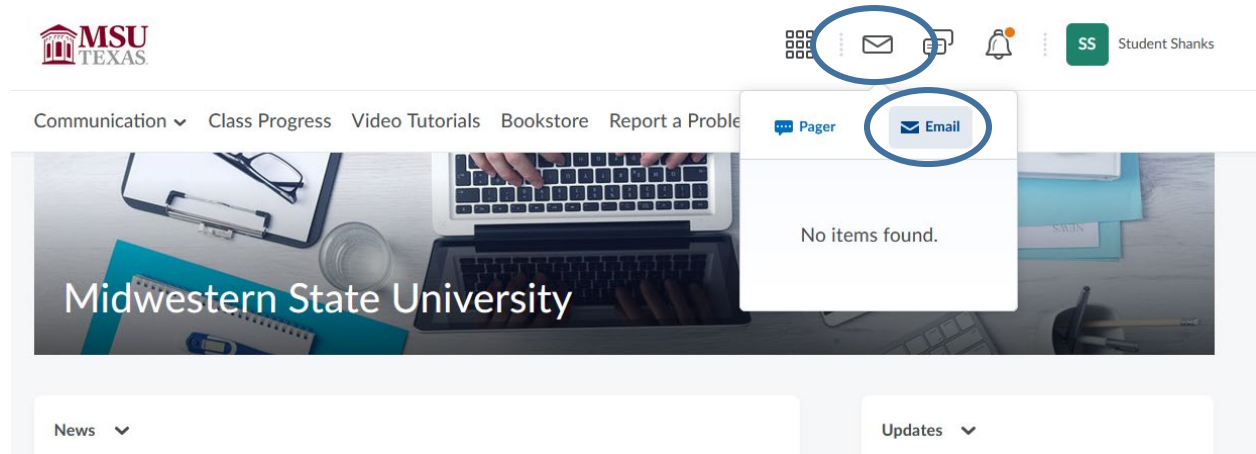
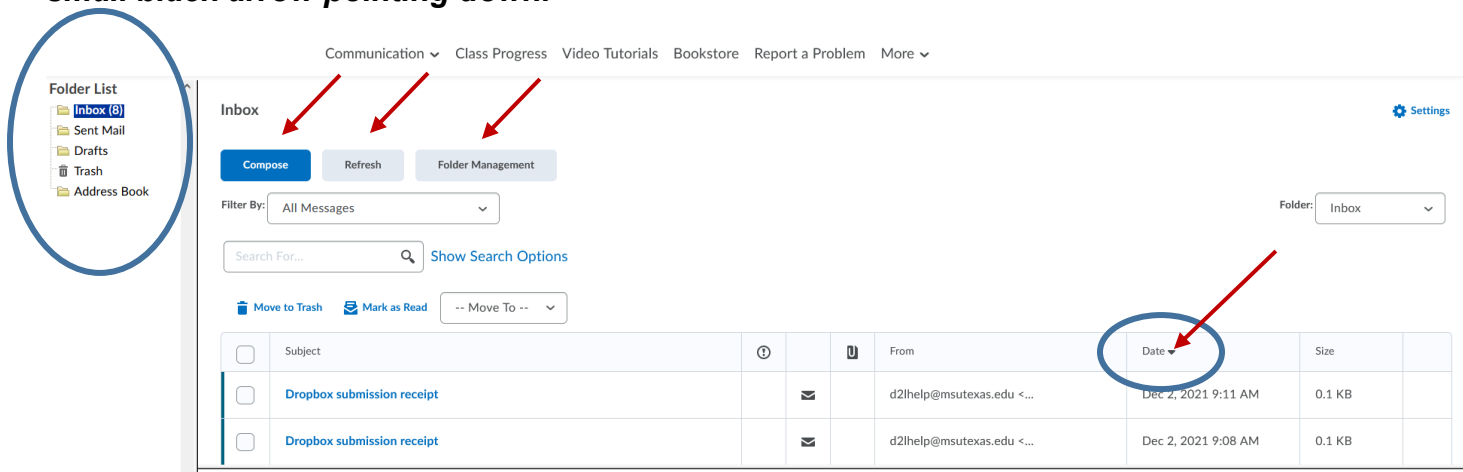


Email Introduction

To view your D2L email, start from the D2L homepage or one of your courses. Click on the **envelope icon** in the top right corner of the page then click **Email**.



You should now be on the email page. You will see your folders on the left panel. Your inbox will take up the rest of the space. Click **Compose** to start a new email. Click **Refresh** to update your inbox. Click **Folder management** to create a new folder or keep your current folders organized. ****To make sure your inbox has the most recent emails on top, make sure you click the column that says Date. It should have a small black arrow pointing down.***



You can also set up email forwarding. This is helpful for if you want to send all these emails to your main personal email address. To do this click on the **Settings icon** in the top right corner.



Forwarding:

Scroll down to **Forwarding Options**. You will want to **check the box** that says “Forward incoming message to an alternate email account.” Then put in the email address of your choice. You can then pick one of the three options with how it handles the forwarded email in the D2L inbox. Hit Save once finished.

Forwarding Options

Forward incoming messages to an alternate email account

Email Address

kenneth.shanks@msutexas.e

- Forward and delete from the Inbox folder ?
- Forward and mark unread in the Inbox folder ?
- Forward and mark read in the Inbox folder ?

Save

Cancel

