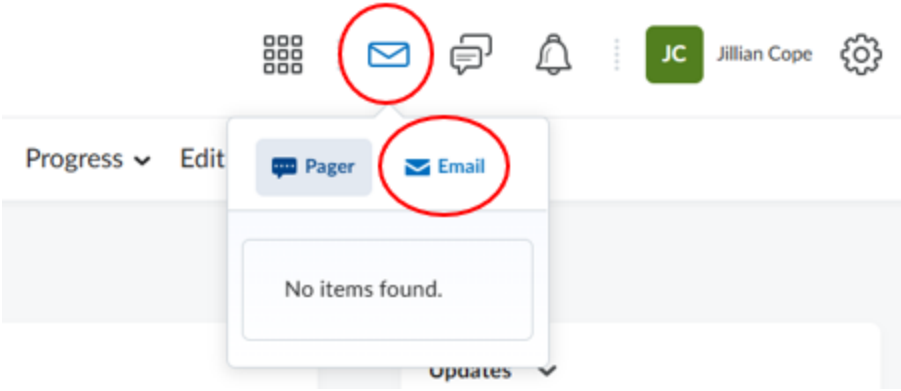


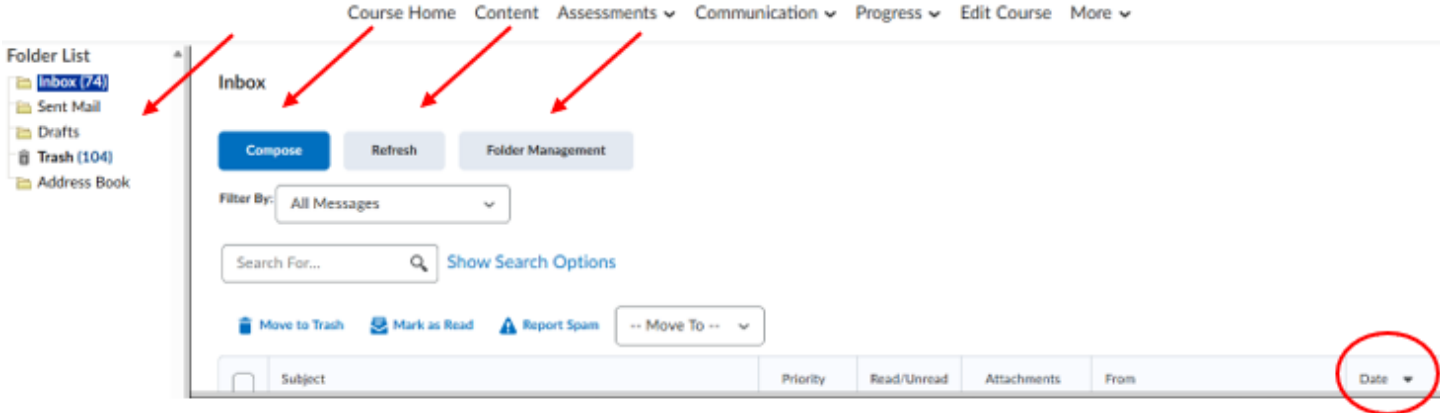


# Email Introduction

To view your email from the D2L homepage, click the envelope icon, then select **Email**.



You will see your folders in the left panel, with your inbox displayed on the right. Click **Compose** to create a new email, **Refresh** to update your inbox, and **Folder Management** to create or organize folders. To keep the most recent emails at the top, click the **Date** column until a downward arrow appears.



You can also set up email forwarding to send messages to your personal email. Click the **Settings** icon in the top-right corner to get started.

## Inbox



Compose Refresh Folder Management

Filter By: All Messages

Search For... Show Search Options

Move to Trash Mark as Read Report Spam -- Move To --

Folder: Inbox

From here, there are many settings you can apply to your D2L email, including a **“Reply to” Email Address** and an **Email Signature**.

# Email Settings

## Email Options

- Track activity for messages sent to internal email addresses
- Include original message in email replies
- Send a copy of each outgoing message to [jillian.cope@msutexas.edu](mailto:jillian.cope@msutexas.edu)

### "Reply to" Email Address

?

### Email Signature

Paragraph B I U A [List Icons]



Further down the email settings page, there are **Display** and **Forwarding Options** available. Once finished, select **Save**.

## 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

jillian.cope@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