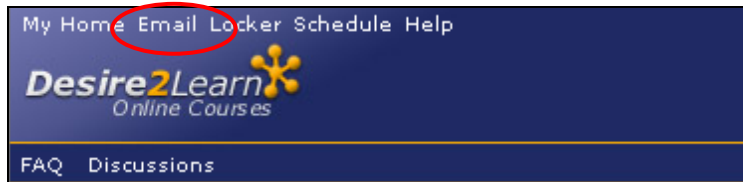
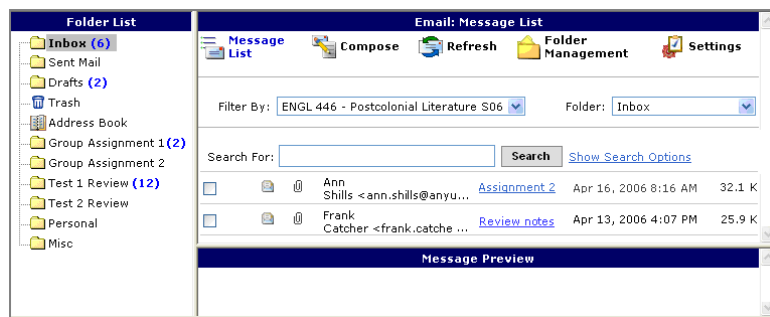


Accessing Your D2L Email

Access your D2L email tool from the **Email** link on your Course Home navigation bar.



The Email Message List page displays.



Note This page only displays if you have permission to *receive emails*. If you have permission to *send mail only* you will be taken directly to the Compose page.

Use the options across the top of the Message List page to access Email tool features.

Icon	Option	Description
	Message List	Return to the message folder last viewed when viewing different email pages.
	Compose	Create and send emails.
	Refresh	Check for new emails.

Icon	Option	Description
	Folder Management	Access the Folder Management page, where you can manage messages by saving them in folders you have created and organized.
	Settings	Access the Settings page, where you can customize your email, display, and forwarding options.


Checking emails

The Message List page displays a list of items in your inbox, including unread emails. To read a message, click the subject link of the message. The message will open in either a preview pane or new window, depending on your settings.

The Message Preview page displays.



Use the options across the top of the Message Preview page to reply to, forward, delete, or manage the message.

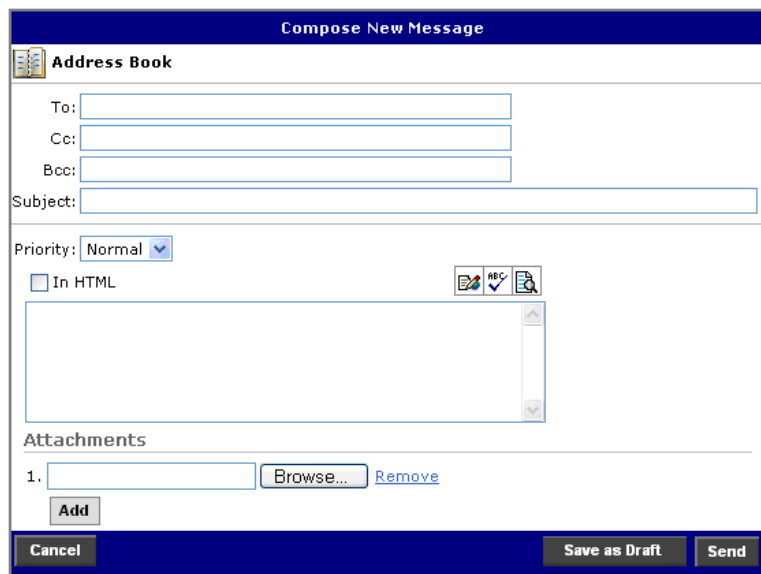
Note Messages opened using the preview pane are not marked as read. To mark a message as read, click the **Mark Read** icon () at the top of the message or right click on the message on the Message List page and choose "Open in New Window".





Composing email messages

To compose a new email message:

1. Click the **Compose** icon () on the Message List page.

The Compose New Message page displays.



2. Type the recipient's email address in the **To** field.
If you have an address book set up, you can click on the **Address Book** icon () at the top of the page.
3. Type a brief description of your email in the **Subject** line.
4. Type your message in the large text box.
To compose your message in HTML format, click the **HTML Editor** icon ()
To check for misspellings or preview the message, click the **Spell Checker** icon () or **Preview** icon ()
5. Click **Send**.

Adding attachments to an email

From the Compose New Message page:

1. Compose your message as usual.
2. In the Attachments section, click **Browse** and select the file you want to attach.
3. Click **Add**.
4. To attach additional files, repeat steps 2 and 3.




Note If you have added an attachment and want to delete it before sending, click the **Remove** link beside the attachment.

Replying to and forwarding email

From the Message List page:

1. Select the message you want to reply to or forward by clicking on the message's subject link.

The Message Preview page displays.

2. Click the **Reply** icon (), **Reply All** icon (), or **Forward** icon ()

The Compose Message page displays.

3. Enter the recipient names in the **To**, **CC**, and **Bcc** fields, or use the Address Book. For Reply and Reply All the recipients will automatically be populated, but you can add additional recipients if desired.
4. Add any additional content, including attachments, to the message.
5. Click **Send**.

Email Message Folders

Folders help you manage your messages by organizing them into groups.

A list of your folders displays in the Folder List pane of the Message List page if you have it enabled on your Settings page.

By default you will have the following folders:

- Inbox
- Drafts
- Sent
- Trash

You can add folders to this list as needed.

Accessing email message folders

From the Message List page:

1. Click the folder link from the Folder List pane, or select the folder from the **Folder** drop-down list.



Moving messages to an existing folder

From the Message List page:

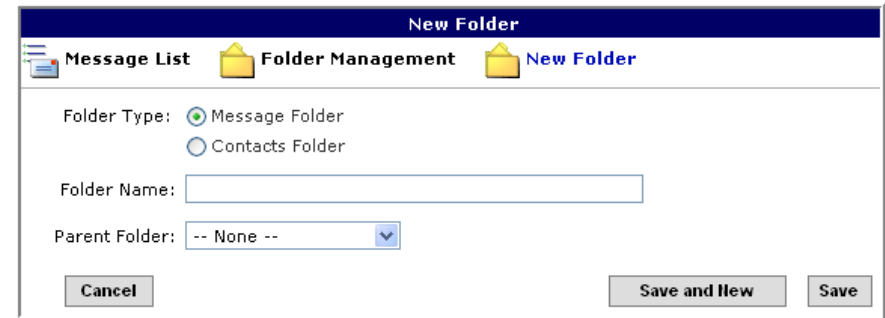
1. **Check** the boxes beside the messages you want to move.
2. Choose the folder you want to move the selected messages to from the **Move To** drop-down list.

Creating new email message folders

From the Message List page:

1. Click the **Folder Management** icon () at the top of the page. The Folder Management page displays.
2. Click the **New Folder** icon () at the top of the page.


The New Folder page displays.



3. Ensure that the **Folder Type** is set to **Message Folder**.
4. Enter a name for the folder.
5. To make the new folder a sub-folder inside an existing folder, choose the existing folder from the **Parent Folder** drop-down menu.
6. Click **Save**.


Editing email message folders

From the Folder Management page:

1. Click the **Edit** icon () to the right of the folder you want to edit. The Edit Folder page displays.
2. Update the folder information as required.
3. Click **Save**.

Deleting email message folders

From the Folder Management page:

Click the **Delete** icon () to the right of the folder you want to delete.

Note Deleted folders cannot be restored. Messages from deleted folders will be moved to the Trash folder.

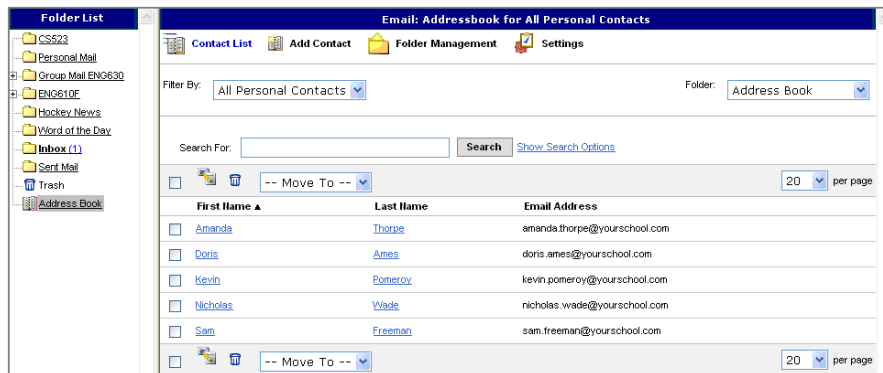
Your Address Book

The address book allows you to keep an online list of your contacts and organize contacts into groups.

Access your Address Book from the Message List page by clicking the **Address Book** link in the **Folder List** pane or by choosing "Address Book" from the **Folder** drop-down list.

You can also access the Address Book by clicking the **Address Book** icon (📇) at the top of the Compose New Message, Reply, Reply All, and Forward pages.

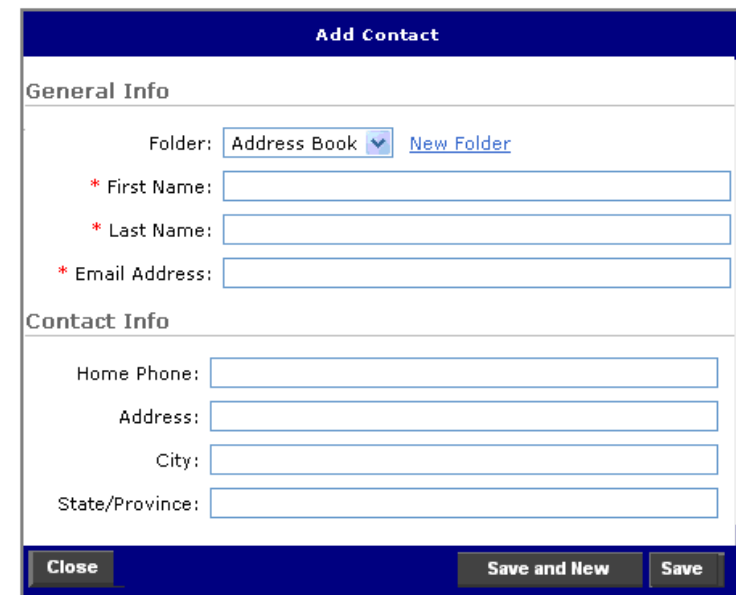
The Address Book page displays.



Adding address book contacts

From the Address Book page:

1. Click the **Add Contact** icon (📇) at the top of the page.
The Add Contact page displays.



The 'Add Contact' form is titled 'Add Contact' and is divided into two sections: 'General Info' and 'Contact Info'. In the 'General Info' section, there is a 'Folder:' dropdown menu currently set to 'Address Book' with a 'New Folder' link next to it. Below this are three required fields: '* First Name:', '* Last Name:', and '* Email Address:'. The 'Contact Info' section contains four optional fields: 'Home Phone:', 'Address:', 'City:', and 'State/Province:'. At the bottom of the form are three buttons: 'Close', 'Save and New', and 'Save'.

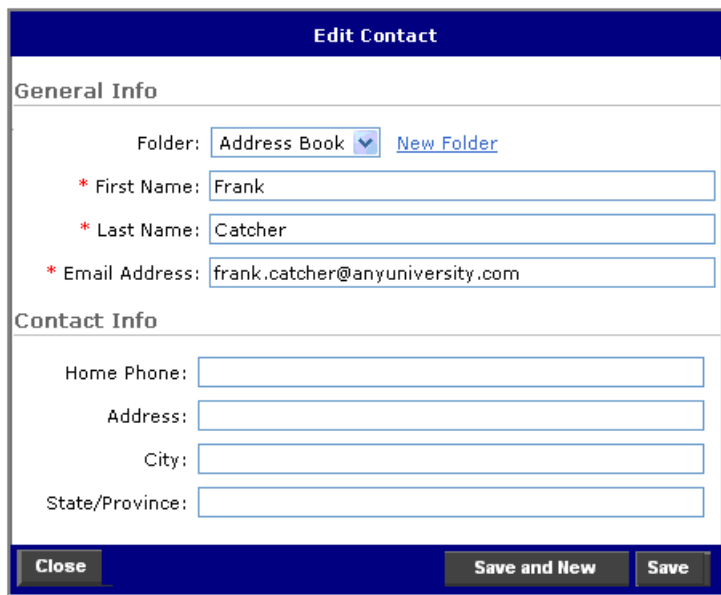
2. Choose a folder to store the new contact's information in from the **Folder** drop-down list. By default new contacts are stored in the main Address Book folder.
To create a new folder, click the **New Folder** link beside the **Folder** drop-down list.
3. Enter the new contact's information in the appropriate fields. Fields marked with an asterisk are required.
4. Click **Save**.

Editing address book contacts

From the Address Book page:

1. Click the First Name or Last Name link of the contact you wish to edit from the list of contacts.

The *Edit Contact* page displays.



2. Update the contact's information as required.
3. Click **Save**.

Deleting address book contacts

From the Address Book page:

1. **Check** the boxes beside the contacts you want to delete.
2. Click the **Delete** icon (🗑️) at the top of the list.

Note Deleted contacts cannot be restored.

Moving contacts to an existing group

From the Address Book page:

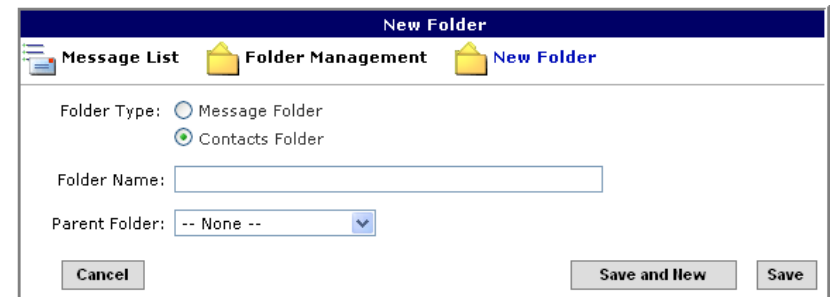
1. **Check** the boxes beside the contacts you want to move.
2. Choose the group you want to move the selected contacts to from the **Move To** drop-down list.

Creating new contacts groups

From the Address Book page:

1. Click the **Folder Management** icon (📁) at the top of the page. The Folder Management page displays.
2. Click the **New Folder** icon (📁) at the top of the page.

The *New Folder* page displays.



3. In the **Folder Type** section, select **Contacts Folder**.
4. Enter a name for the folder.
5. To make the new folder a sub-folder inside an existing folder, choose the existing folder from the **Parent Folder** drop-down menu.
6. Click **Save**.