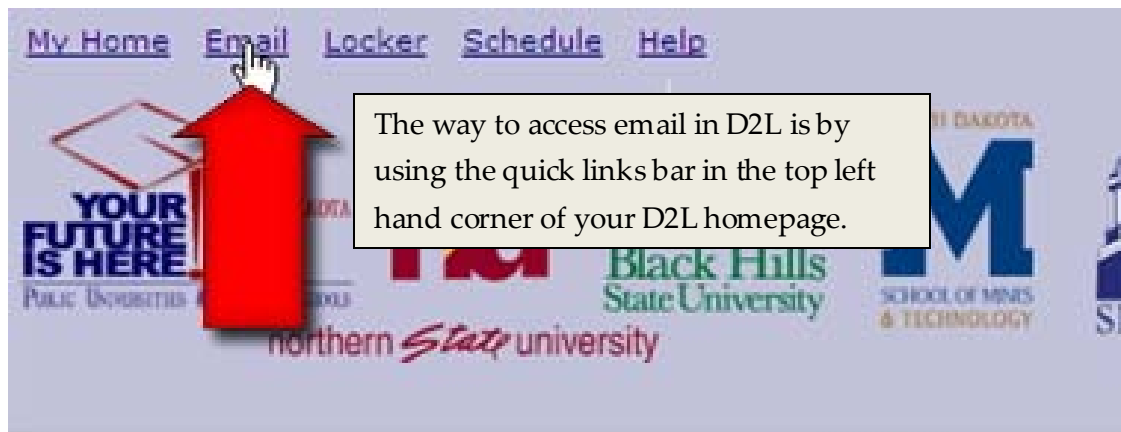




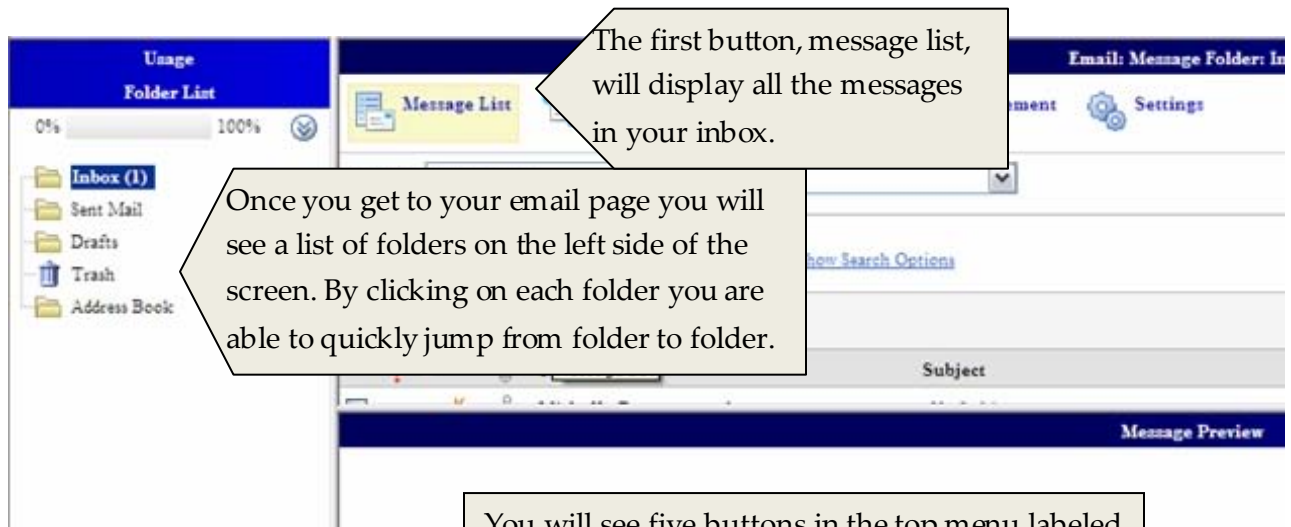
Introduction to Course Mail

The purpose of this tutorial is to demonstrate the many features of email in the D2L system. Using the course email can be a great way to reach all your students and can help organize your emails if you have multiple courses.

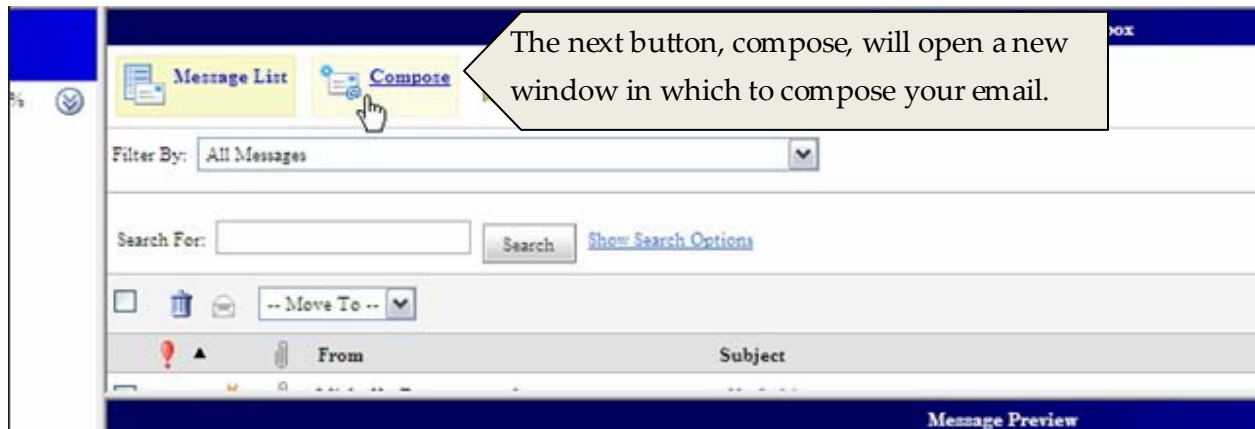
Getting to Course Email

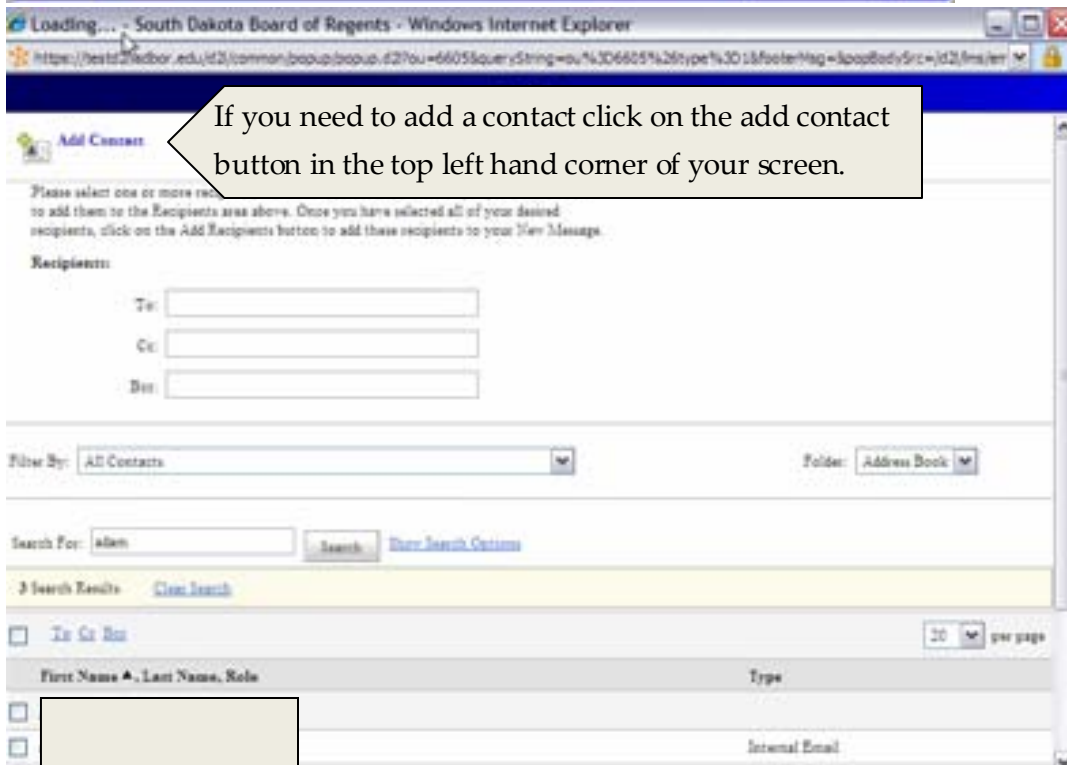
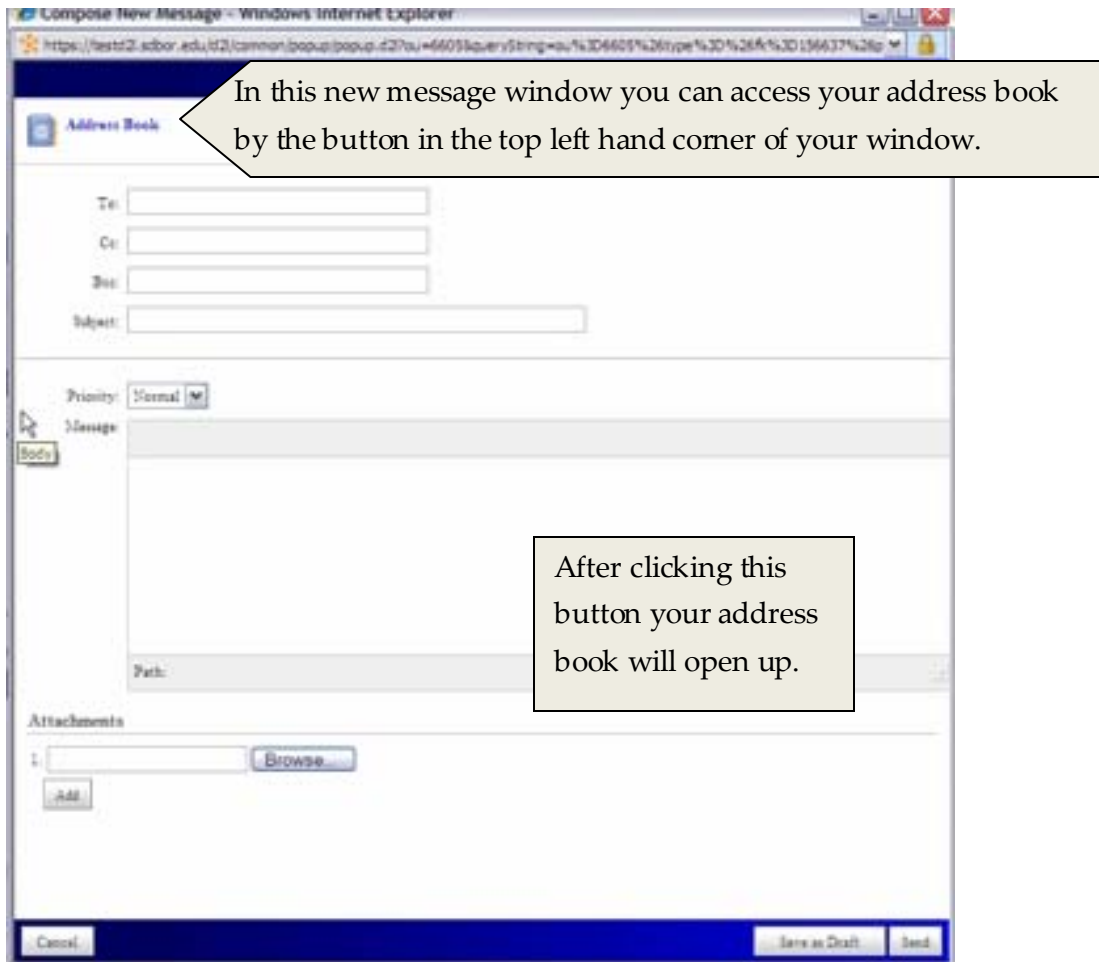


The Inbox Folder



You will see five buttons in the top menu labeled message list, compose, refresh, folder management, and settings. Each of these buttons is available no matter what folder you are in.





https://testd2l.sdbor.edu/d2l/common/popup/popup.d2l?ou=6605&queryString=ou%

Add Contact

General Info

Folder: [New Folder](#)

* First Name:

* Last Name:

* Email Address:

Contact Info

Home Phone:

Address:

City:

State/Province:

You will have to enter a first name, last name, and email address.

Address Book

To:

Cc:

Bcc:

Filter By: Folder:

Search For:

3 Search Results [Clear Search](#)

[To](#) [Cc](#) [Bcc](#)

	First Name ▲, Last Name, Role	Type
<input type="checkbox"/>		Internal Email
<input type="checkbox"/>		Internal Email
<input checked="" type="checkbox"/>		Internal Email
<input checked="" type="checkbox"/>		Internal Email
<input checked="" type="checkbox"/>		Internal Email

You can also search for a student by using the search bar.

You can select students by filling the checkboxes.

To:

Cc:

Bcc:

Filter By:

- All Contacts
- All Personal Contacts

Search For:

3 Search Results

[To](#) [Cc](#) [Bcc](#)

	First Name ▲, Last Name, Role	Type
<input type="checkbox"/>		
<input type="checkbox"/>		Internal Email
<input checked="" type="checkbox"/>		Internal Email
<input checked="" type="checkbox"/>		Internal Email
<input checked="" type="checkbox"/>		Internal Email

You can list students in a particular course or section by using the filter feature.

Filter By:

Search For: [Show Search Options](#)

3 Search Results [Clear Search](#)

[To](#) [Cc](#) [Bcc](#)

	First Name ▲, Last Name
<input type="checkbox"/>	
<input type="checkbox"/>	
<input checked="" type="checkbox"/>	
<input checked="" type="checkbox"/>	
<input checked="" type="checkbox"/>	Student

After selecting your students, you can select "to", "cc", or "bcc". Please use the "to" option if you are sending an email directly to a student. Please use cc (carbon copy) if you would like to send a copy of the message to another student. Please use bcc (blind carbon copy) if you do not want to show who the email is directly sent to such as when creating a mass email but want it to appear more personal.

Address Book

Add Contact

Please select one or more recipients and then click on one of the To, Cc, and Bcc links to add them to the Recipients area above. Once you have selected all of your desired recipients, click on the Add Recipients button to add these recipients to your New Message.

Recipients:

To:

Cc:

Bcc:

Filter By: Folder:

Search For: [Show Search Options](#)

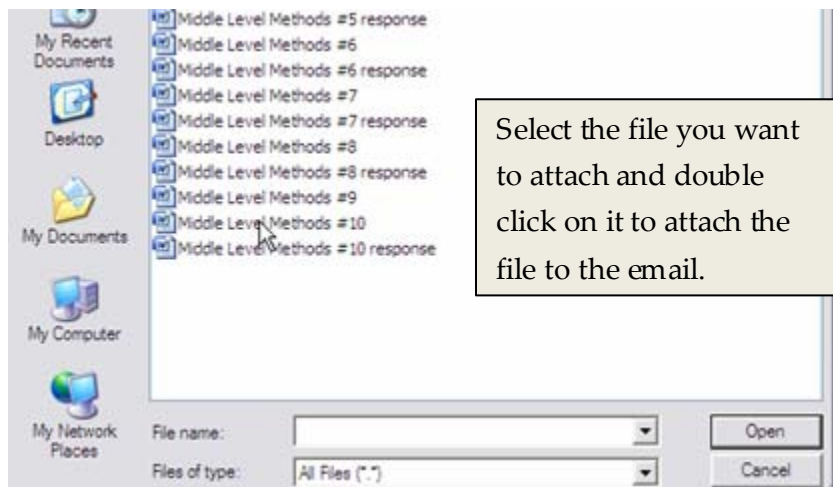
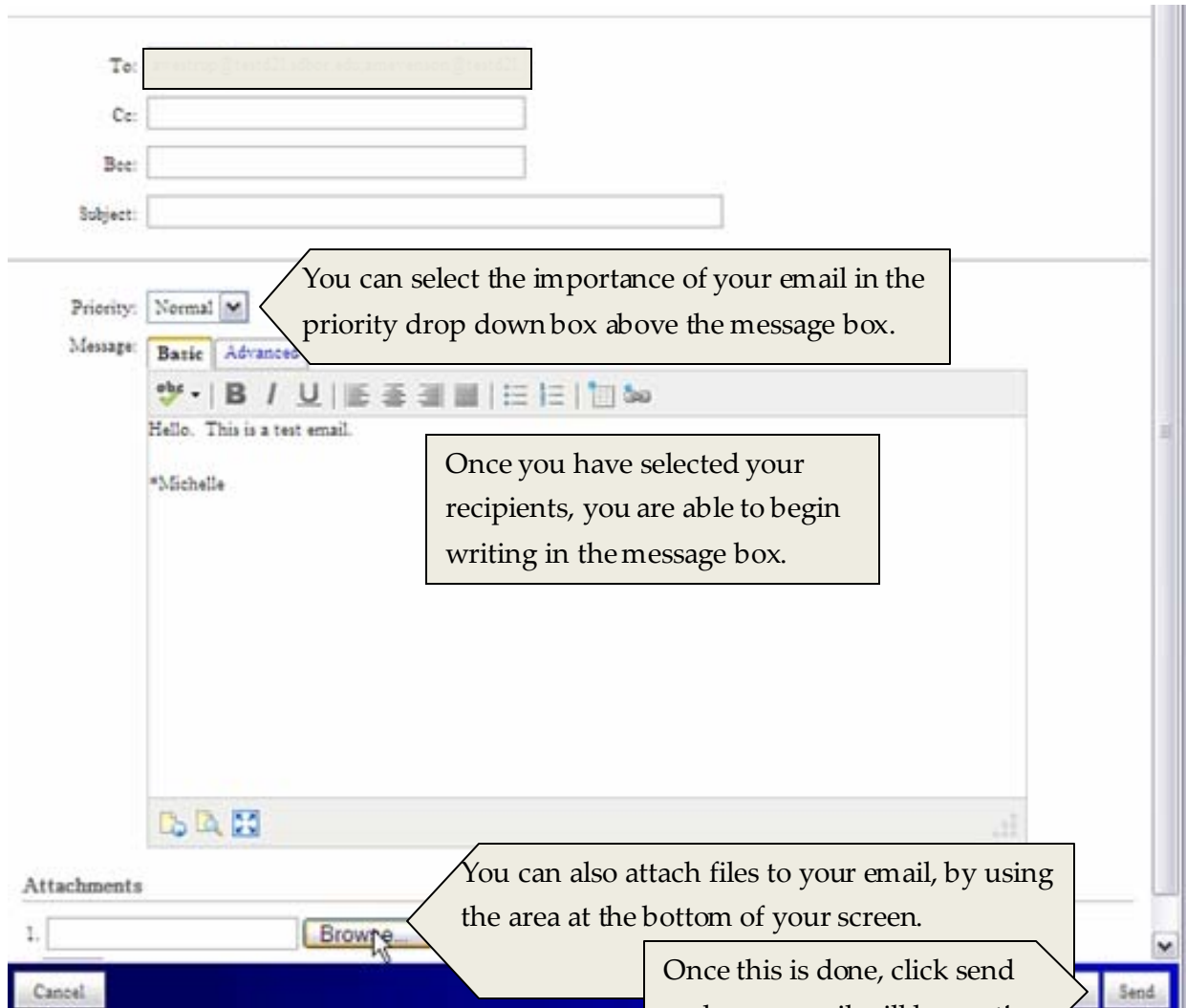
3 Search Results [Clear Search](#)

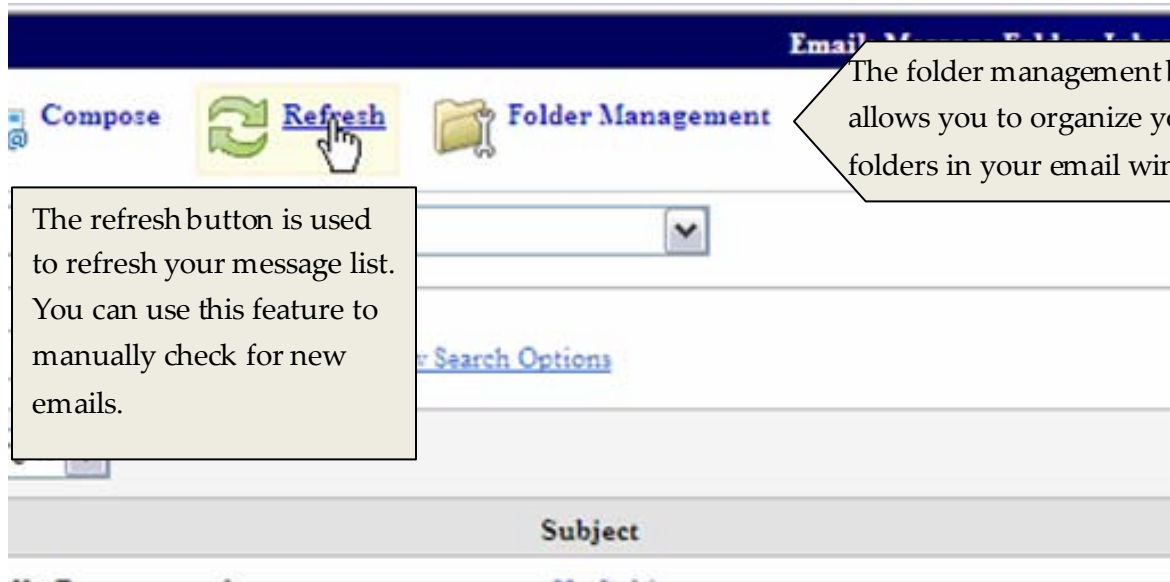
[To](#) [Cc](#) [Bcc](#) 20 per page

<input type="checkbox"/>	First Name ▲, Last Name, Role	Type
<input type="checkbox"/>	<input type="text"/> Univ Student	

Done 100%

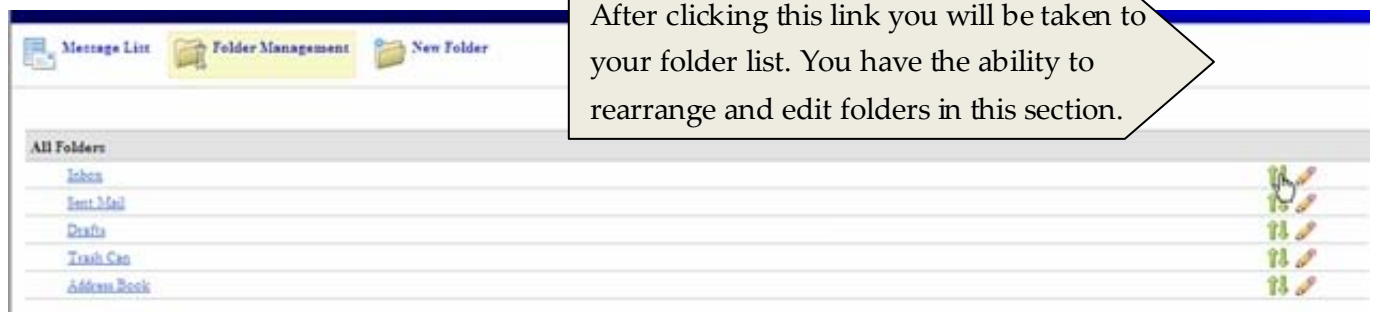
Once this is done, click add recipients at the bottom right of your message window.



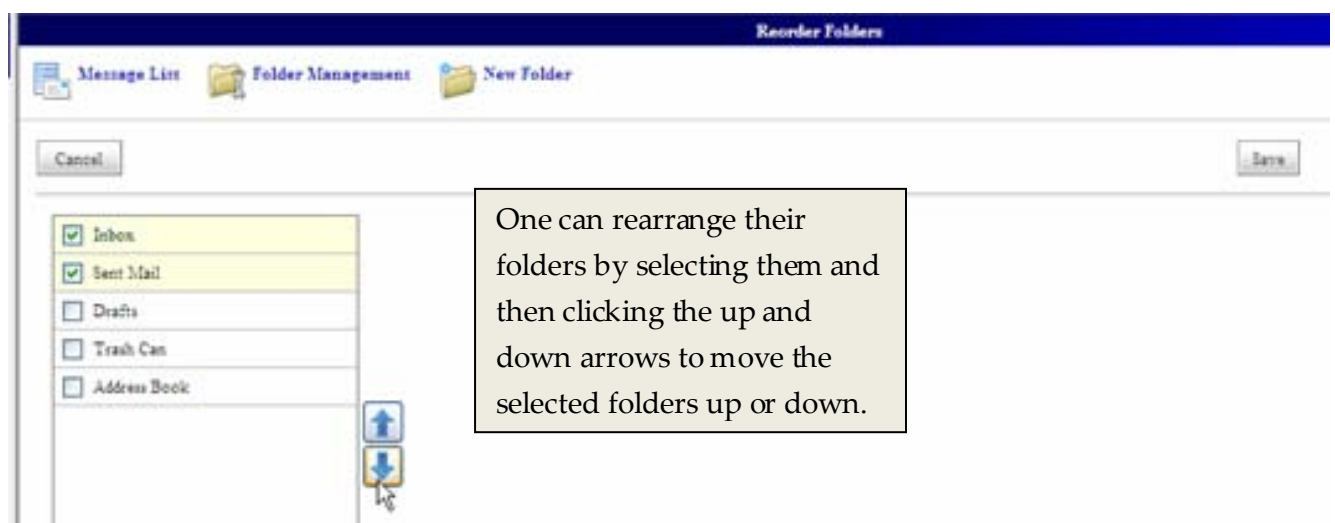


The refresh button is used to refresh your message list. You can use this feature to manually check for new emails.

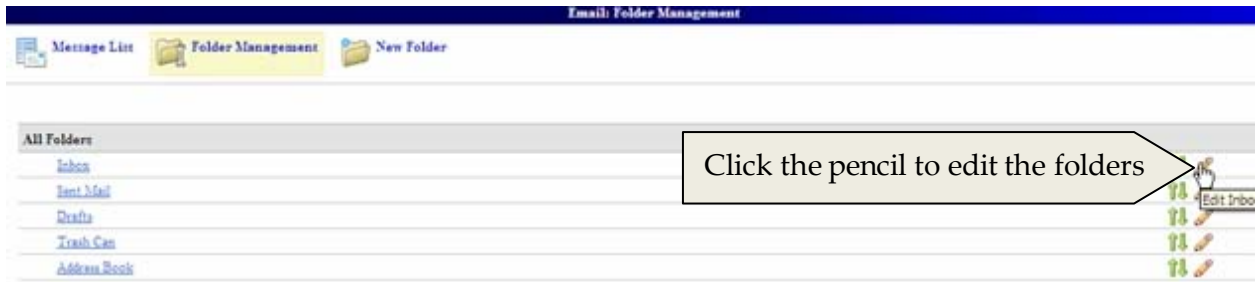
The folder management button allows you to organize your folders in your email window.

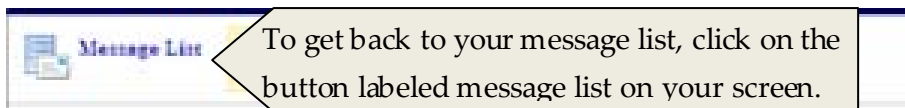


After clicking this link you will be taken to your folder list. You have the ability to rearrange and edit folders in this section.

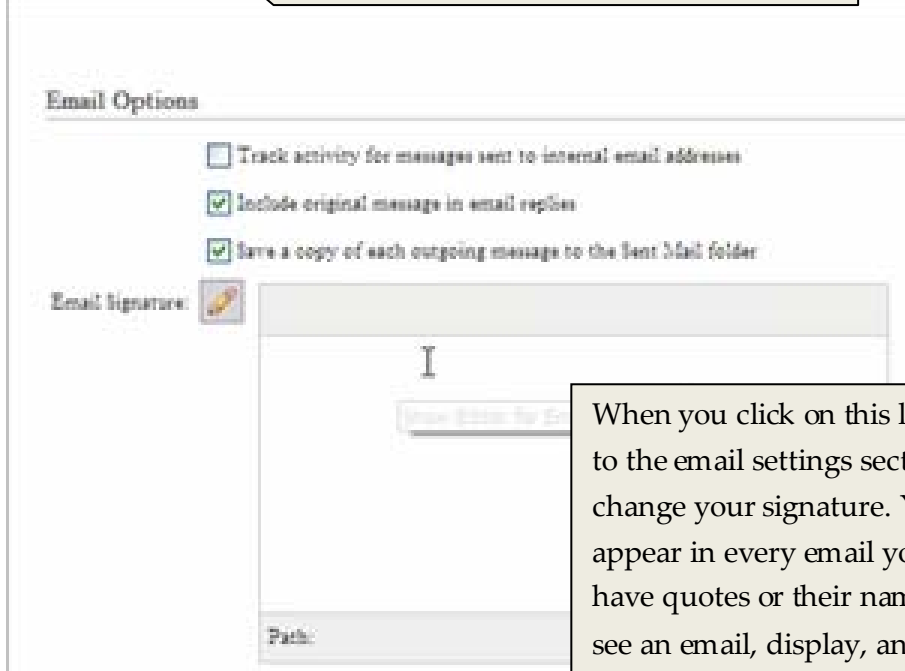


One can rearrange their folders by selecting them and then clicking the up and down arrows to move the selected folders up or down.

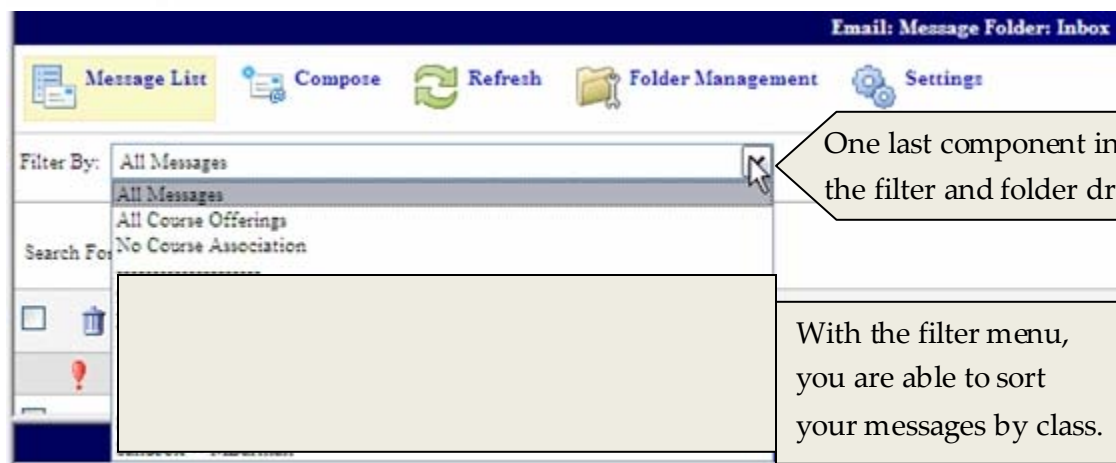
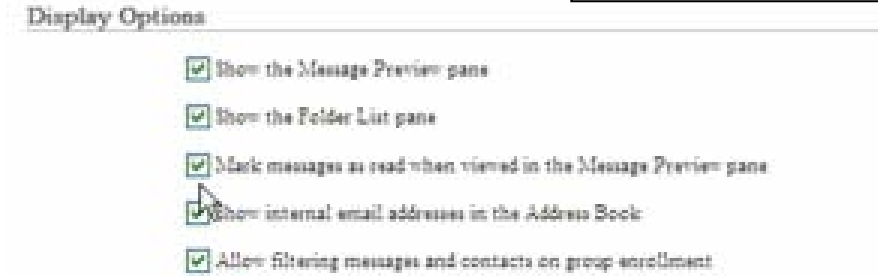




To get back to your message list, click on the button labeled message list on your screen.

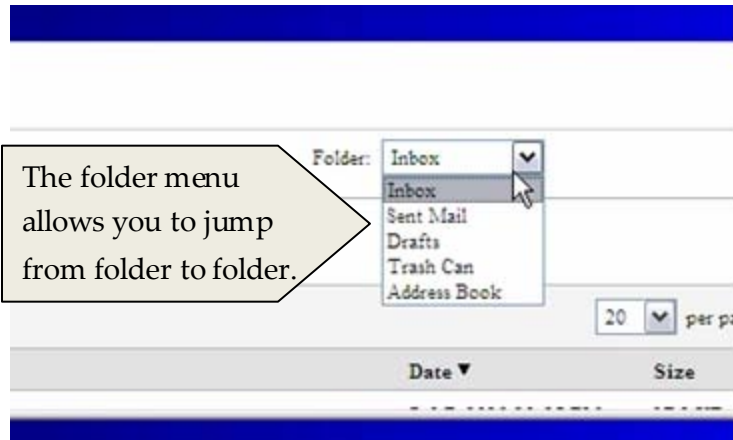


When you click on this link you will be taken to the email settings section in which you can change your signature. Your signature will appear in every email you send some people have quotes or their name and title. You will see an email, display, and forwarding options.



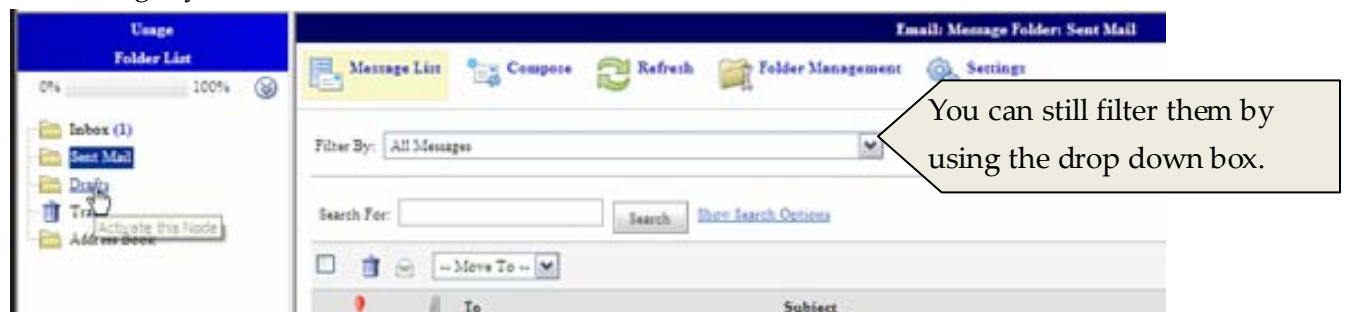
One last component in your inbox is the filter and folder drop down menu.

With the filter menu, you are able to sort your messages by class.

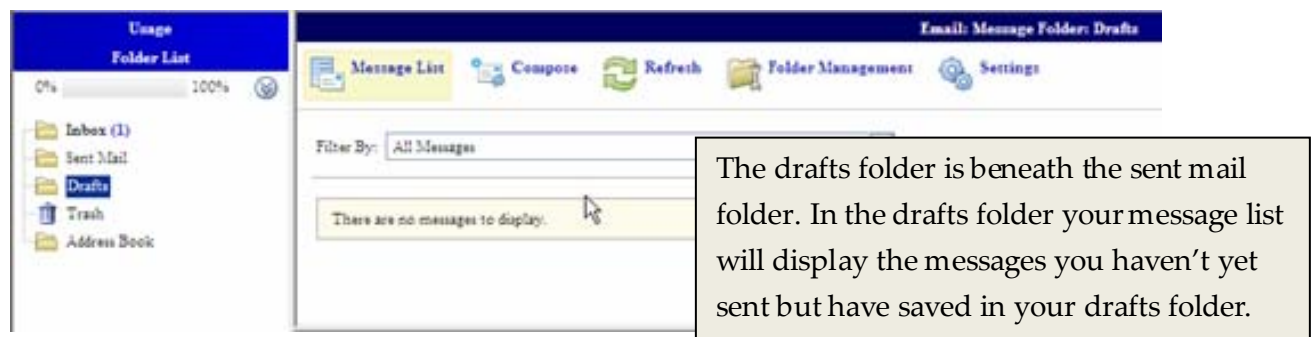


Sent Email Folder

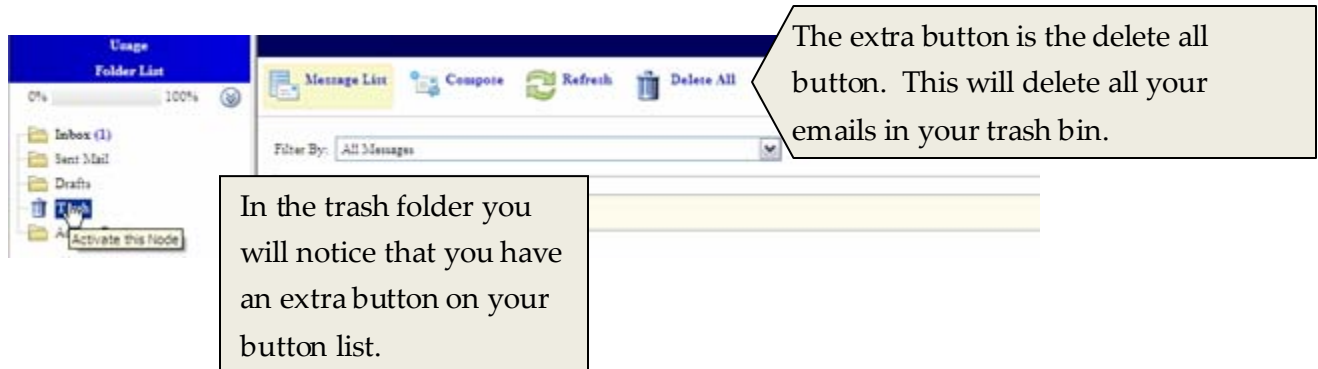
The next folder is the sent mail folder. In the sent mail folder you will notice that you have the same five buttons as mentioned above. The only difference is that your message list will display the messages you have sent rather than received.



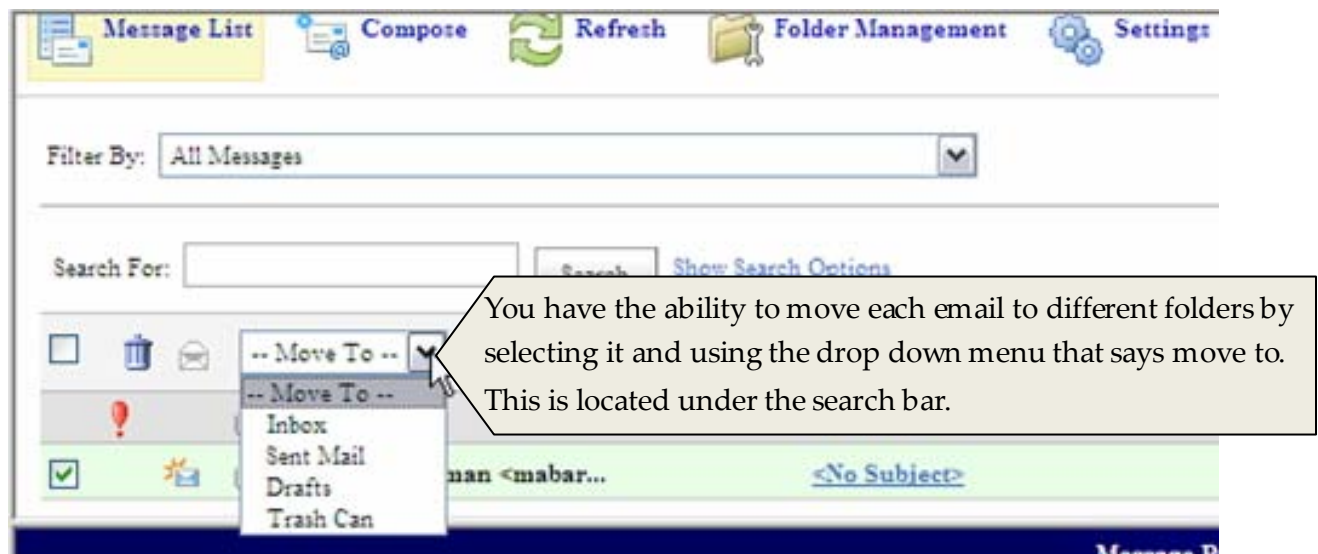
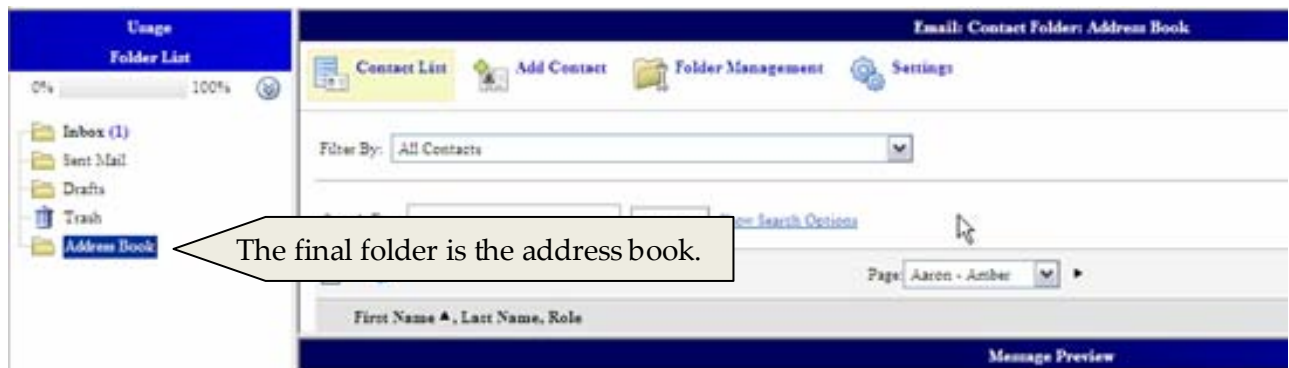
Draft Folder

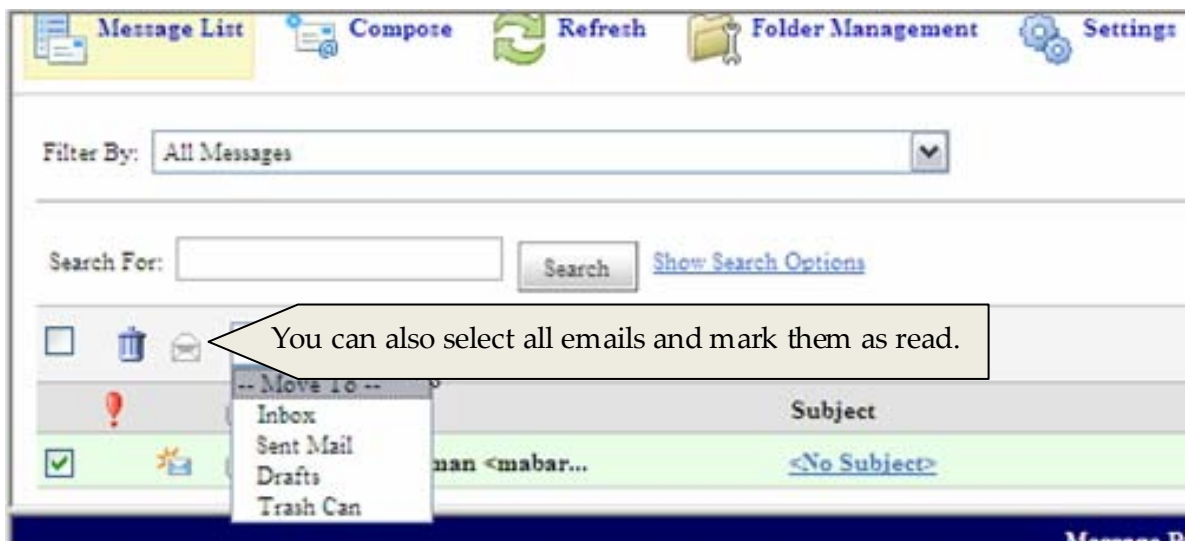
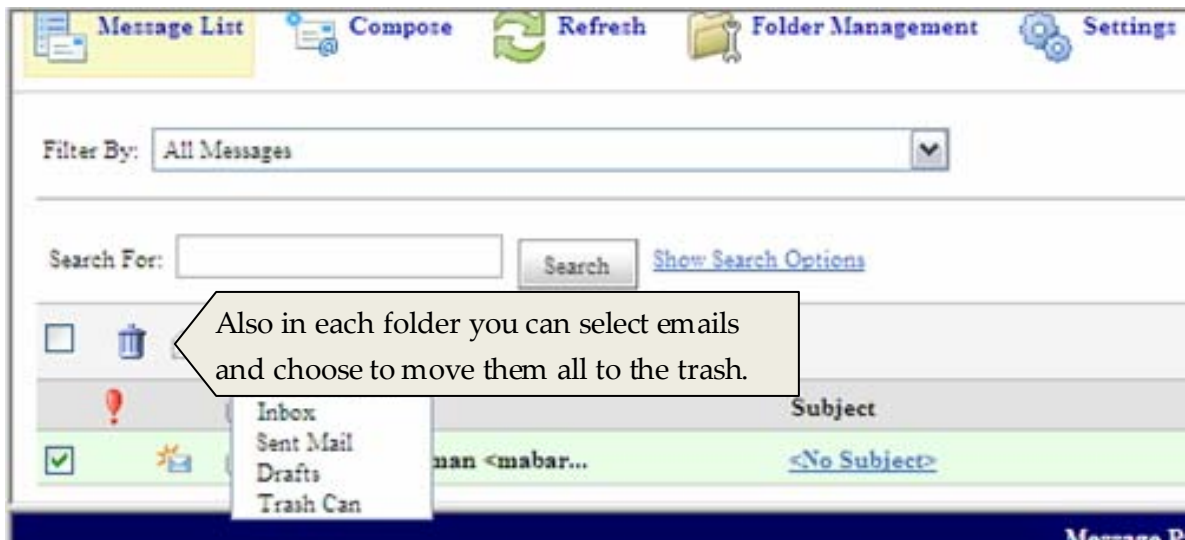


Trash Folder



Address Book Folder





If you follow this tutorial you should be able to set up your D2L course email.