

# Features in Course Mail

This tutorial will highlight the features of course mail for your D2L course.

## Opening a New Email



Usage  
Folder List

0%

- Inbox (1)
- Sent Mail
- Drafts
- Trash
- Address Book

To read a new email, go to your inbox.

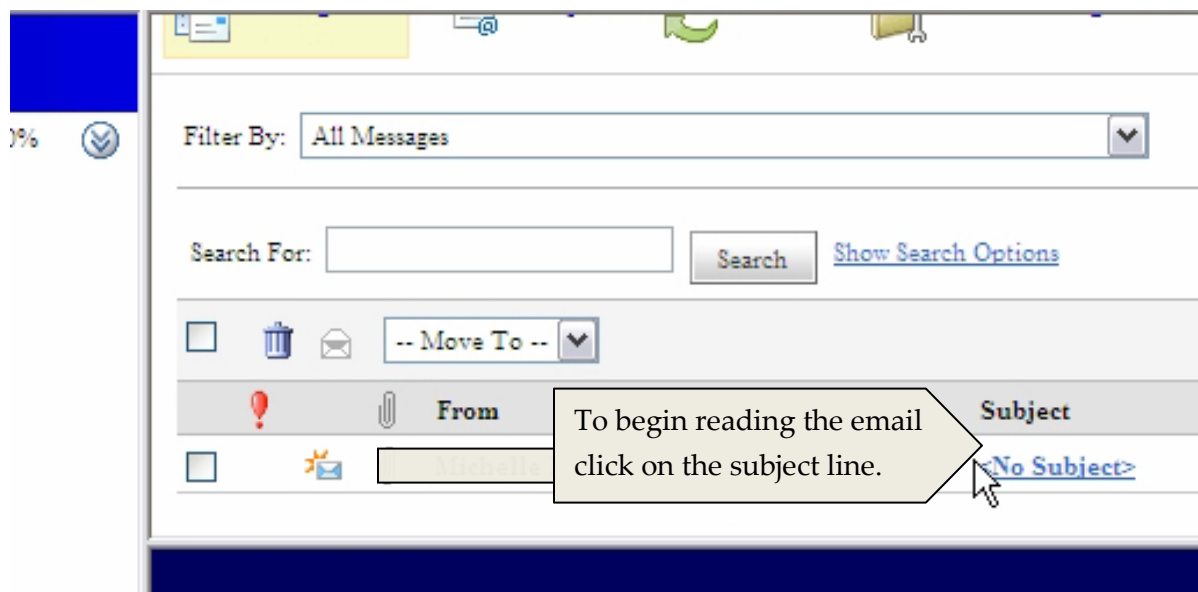
From this screen you will see the unread emails titled in bold as well as an icon next to the sender indicating that the email is unread.

Icon indicating message is unread.

Messages

-- Move To --



	From	Subject
		<b>&lt;No Subject&gt;</b>
		<a href="#">&lt;No Subject&gt;</a>




Filter By: All Messages

Search For:  Search [Show Search Options](#)







-- Move To --

	From	Subject
		<b>&lt;No Subject&gt;</b>
		<a href="#">&lt;No Subject&gt;</a>

To begin reading the email click on the subject line.

	From	Subject
<input type="checkbox"/>	 Michelle Garman - Student	<a href="#">&lt;No Subject&gt;</a>

**Message Preview**

 Reply  Reply All  Forward  Move to Trash  Mark Read  View Print

Move To:  ▾


Course Offering: 

Your message will appear in the preview panel and you can begin to read it.

### Message



Hi. This is the email I have sent you to be sure that the email function is working. Look! An attachment!



### Attachments

  (27 KB)

Filter By:  ▾

Search For:   [Show Search Options](#)

  -- Move To -- ▾

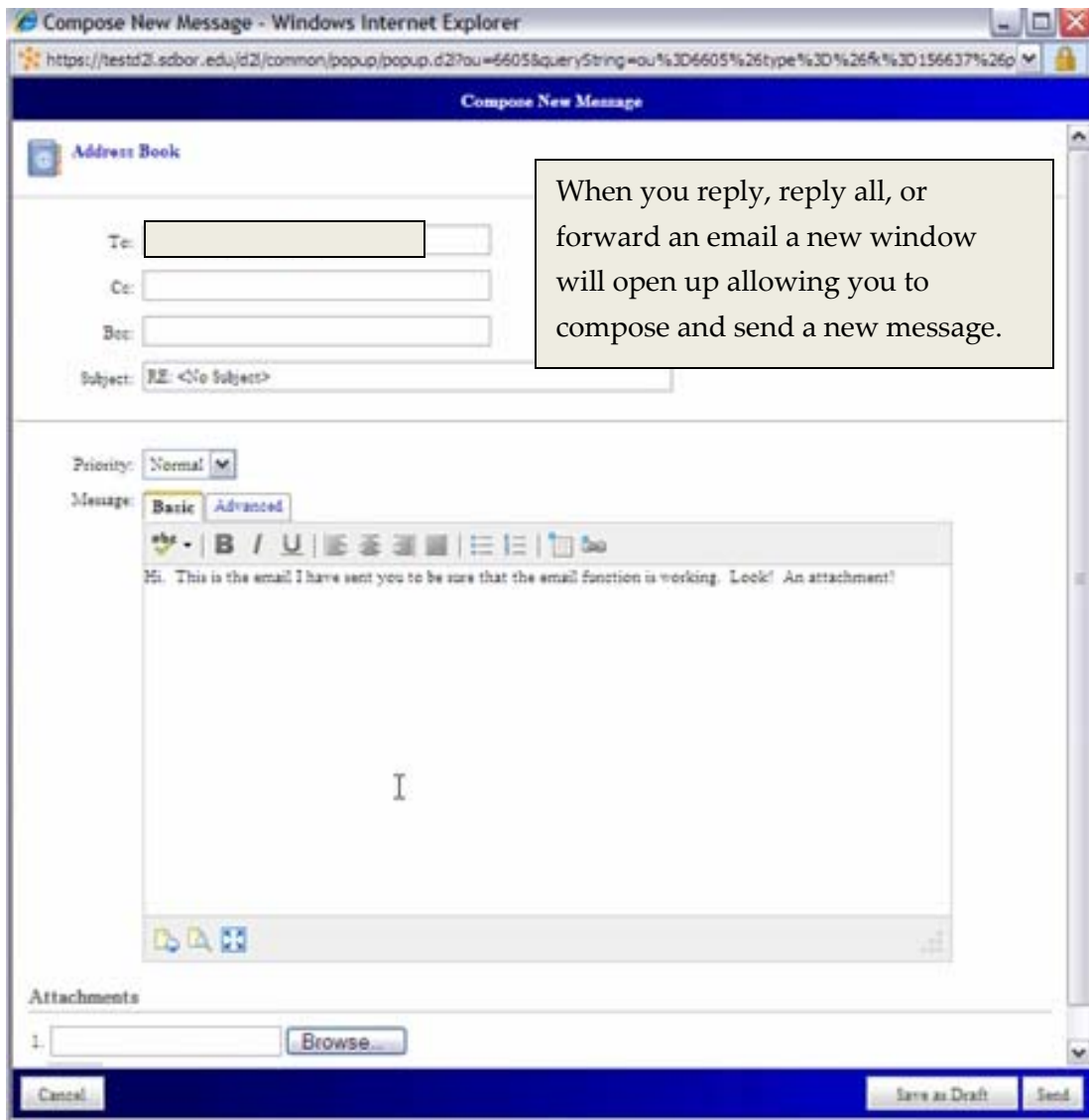
	From	Subject
<input type="checkbox"/>	  Attachment	

If your email has an attachment you will see the attachment icon, a paperclip next to the sender's name.

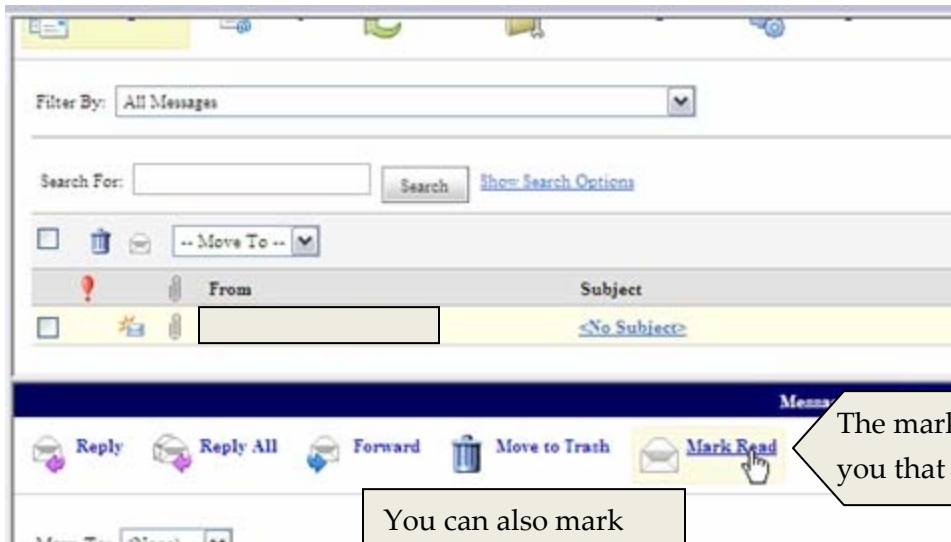
The screenshot shows an email client interface. A 'File Download' dialog box is open, asking 'Do you want to open or save this file?'. The file details are: Name: Middle Level Methods #5.doc, Type: Microsoft Office Word 97 - 2003 Document, 27.0KB, From: testd21.sdbor.edu. The dialog has 'Open', 'Save', and 'Cancel' buttons. Below the dialog, a text box explains: 'After clicking on the attachment you will then choose to open or save it.' The email message below shows the sender 'Michelle Barman' and the subject '<No Subject>'. The message body says 'Hi. This is the email I have sent you to be sure that the email function is working. Look! An attachment!'. The 'Attachments' section shows a file icon and a box containing '27 KB'. A text box points to this box: 'To open the attachment, go to the bottom of your email and click on the file.'

## Options of Course Mail

The screenshot shows the 'Message Preview' toolbar of an email client. The toolbar includes buttons for 'Reply', 'Reply All', 'Forward', 'Move to Trash', 'Mark Read', and 'View Print'. Below the toolbar, there is a 'Move To:' dropdown menu currently set to '(None)'. A text box explains: 'There are buttons to reply, reply all, forward, move to trash, mark as read, view printable, and change course offering association.'



This doesn't delete the email for good, to do this you must go to your trash can and delete it from there.



The mark as read button will indicate to you that you have read the email.

You can also mark the email as unread.



You also have the ability to flag your email using the drop down menu in the right hand corner underneath the change course association button.

By flagging an email you can organize and remember emails easier.

If you follow this tutorial you will be able to efficiently work your course mail in D2L.