

Email

The Email tool allows you to send email from within D2L Brightspace. You can also organize received mail using folders.

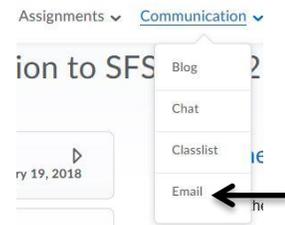
To compose (create) an email:

1. After entering D2L Brightspace through Panther Central, select your class from the “My Courses” widget.

2. Click on **Communication** on the navbar.

3. Click on **Email**.

4. From the inbox, click  in the upper left corner of the screen.



5. Enter the recipient’s email address in the **To** field.

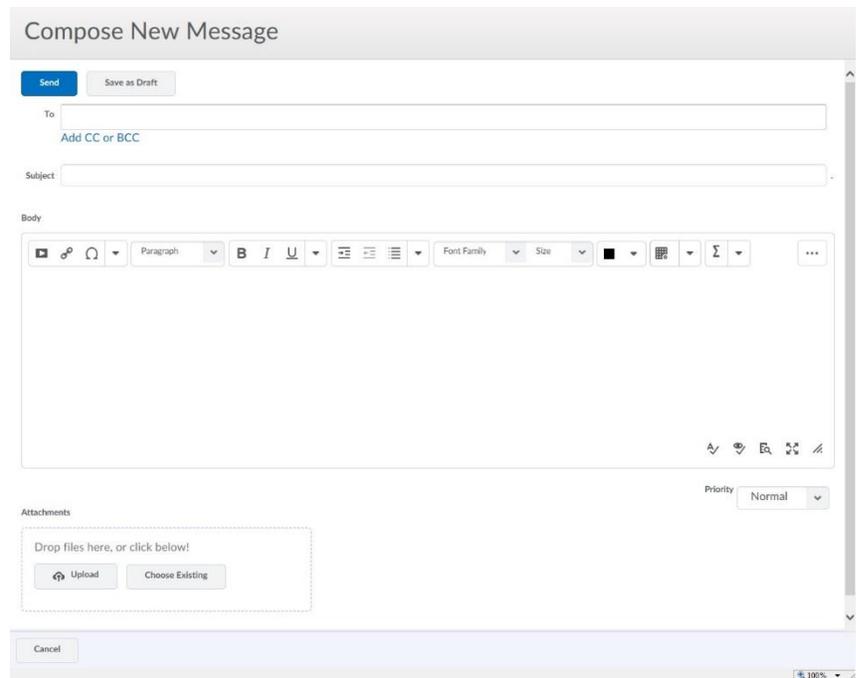
6. Enter a brief description of your email in the **Subject** line.

7. Enter your message in the large text box.

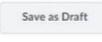
8. Click the  **Spell Checker** icon to check for misspellings.

9. Set the priority for this message as Low, Normal (default setting), or High. This priority setting will appear next to your message in the receiver’s Message List.

10. In the **Attachments** section, click **Upload** and select the file you want to attach.



11. Click  in the upper left corner of the screen. A message will display either confirming that your message has been sent or letting you know the message could not be sent.

12. Click  in the upper left corner of the screen to save the message you are composing (with any attachments) to the Drafts folder without sending it.

13. Click  in the lower left corner of the screen to cancel the message you are composing.

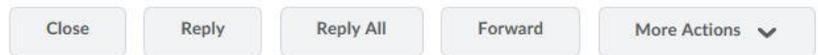
To read an email message:

Unread messages appear in bold. To read a message, click the subject link of the message. The message opens in either a preview pane or new window, depending on your settings.

<input type="checkbox"/>	Subject			From	Date
<input type="checkbox"/>	Dropbox submission receipt			onlinehelp@southflorid...	Dec 12, 2017 6:51 PM
<input type="checkbox"/>	Dropbox submission receipt			onlinehelp@southflorid...	Dec 8, 2017 11:25 AM

To reply to or forward an email message:

1 From the Message List page, click on the message you want to reply to or forward.

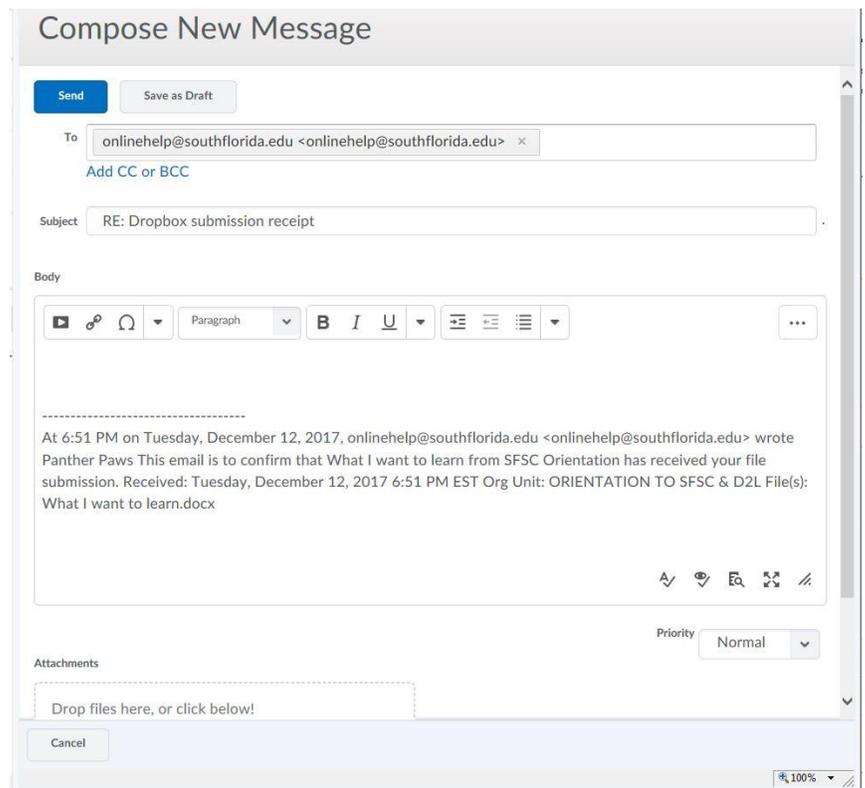


2. Click **Reply**, **Reply All**, or **Forward**.

3. Enter the recipient names in the **To**, **CC**, and **Bcc** fields. For reply and reply all the recipients automatically populate, but you can add additional recipients if desired.

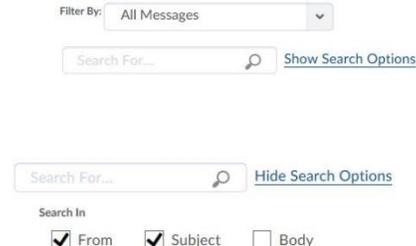
4. Add any additional content, including attachments, to the message.

5. Click **Send** in the upper left corner of the screen.



To search for an email message:

1. Use the **Search For** field to search and find messages in the Message List. Type the word you are searching for in the Search For field and click **Search**.
2. Click the **Show Search Options** link to search specifically in the From, Subject, or Body fields of messages in the Message List.



To delete an email message:

1. Select the check box next to the message or messages you want to delete.
2. Click  [Move to Trash](#).

Note: Deleted messages are moved to the Trash folder. Deleting the message from the Trash folder removes it permanently.

Using email folders

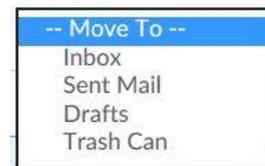
Folders help you manage your messages by organizing them into groups. Your folders are listed in the **Folder** drop-down list and in the Folder List pane to the left of the Message List if the pane is set to display. You have the following folders by default:

- Inbox
- Sent Mail
- Drafts
- Trash Can

You can add folders to this list as needed.

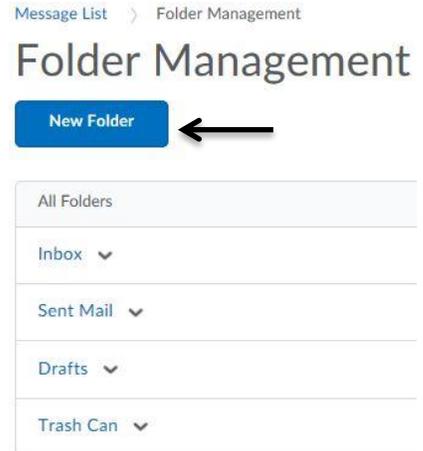
To move a message to a folder:

1. Select the check box next to the message or messages you want to move.
2. In the **Move To** drop-down list, select the folder you want to put the messages in.



To add a folder:

1. On the Folder Management page, click **New Folder** in the upper left corner.
2. Type a name for the folder in the **Folder Name** field.
3. Assign the folder a **Parent Folder**, if applicable. Choosing a parent folder means that the folder you add nests within the parent folder. Choose “None” if you do not want the folder to have a parent. You can nest the folders as deep as you want.
4. Click **Save**.



New Folder

Folder Type

Message Folder

Folder Name

Parent Folder

-- None --

To delete a folder:

Click **Delete** from the context menu next to the folder you want to delete. You cannot delete system-created folders.

Folder Management

