

Understanding the D2L Email System

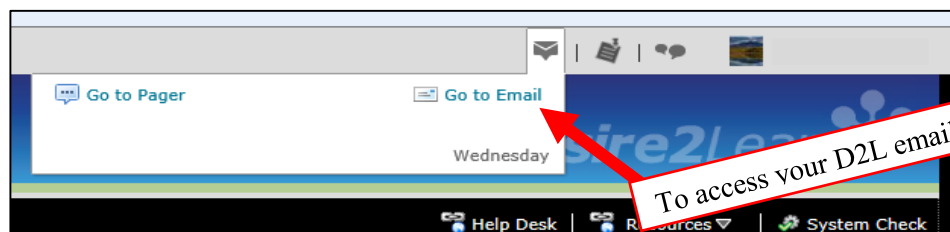
1. The most important thing to understand about the Desire2Learn (D2L) email system is that it is different than the student email you access through eWolf. You are required to check both emails regularly. The D2L email is an internal messaging system. The eWolf email is a regular email account.



2. Your D2L email account is located within D2L on the right side of the grey menu bar at the top of the page.

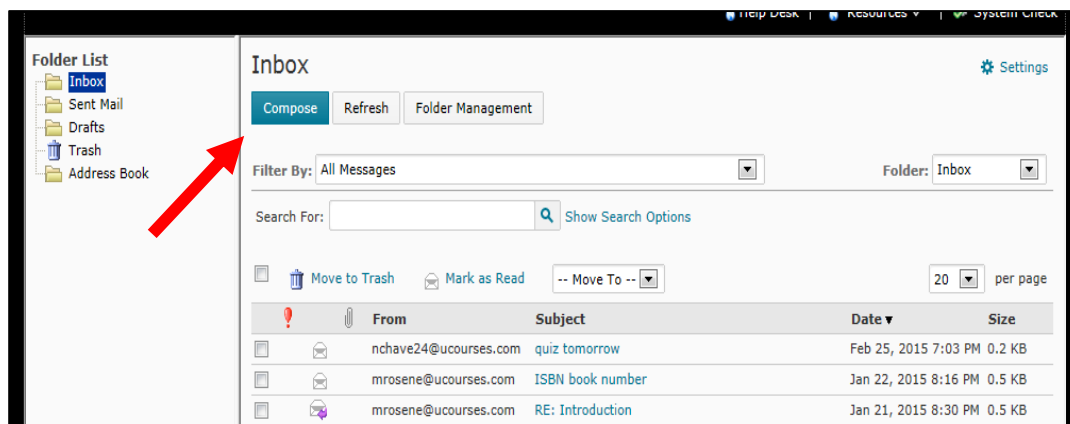
A red dot will appear on the email icon when you have new mail.

To check your email click on the icon and then select Go to Email.



3. Select Compose to create a new messages. In this email system you can send and receive messages to your instructors and classmates.

It is important to understand that this is a closed email system so you cannot email outside of the system. You cannot send emails to someone who isn't a classmate or instructor. People on the outside also cannot email you in the D2L email system.



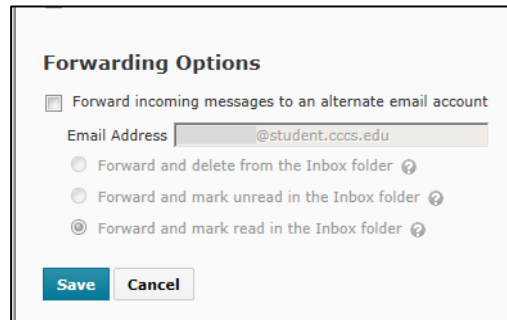
4. You can choose to have your D2L emails forwarded to an outside email address.

Keep in mind that you will not be able to respond from your outside email account. You have to be in D2L in order to reply.

To forward you D2L emails, select Settings within the email window.



Then check the box under Forwarding Options and enter your outside email address.

A screenshot of a "Forwarding Options" dialog box. At the top, it says "Forwarding Options". Below that is a checkbox labeled "Forward incoming messages to an alternate email account". Underneath is an "Email Address" field with the text "@student.cccs.edu". There are three radio button options: "Forward and delete from the Inbox folder", "Forward and mark unread in the Inbox folder", and "Forward and mark read in the Inbox folder". At the bottom are "Save" and "Cancel" buttons.

Tips for writing an effective email

- ✓ Start with an introduction
- ✓ Include what class you are in
- ✓ Write in complete sentences
- ✓ Sign your name
- ✓ Be focused and clear
- ✓ Be sure the text reads as being polite and professional