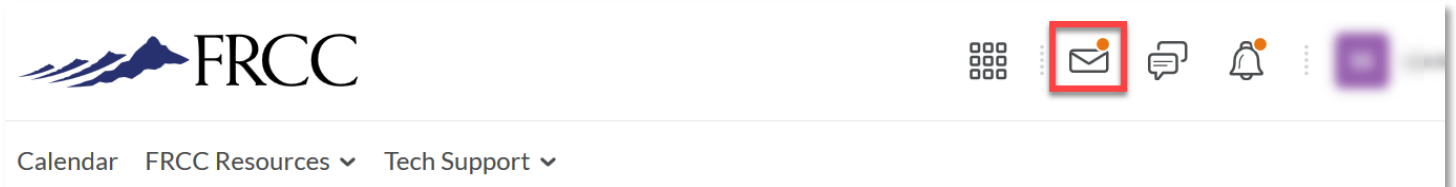


## Accessing D2L Internal Messaging

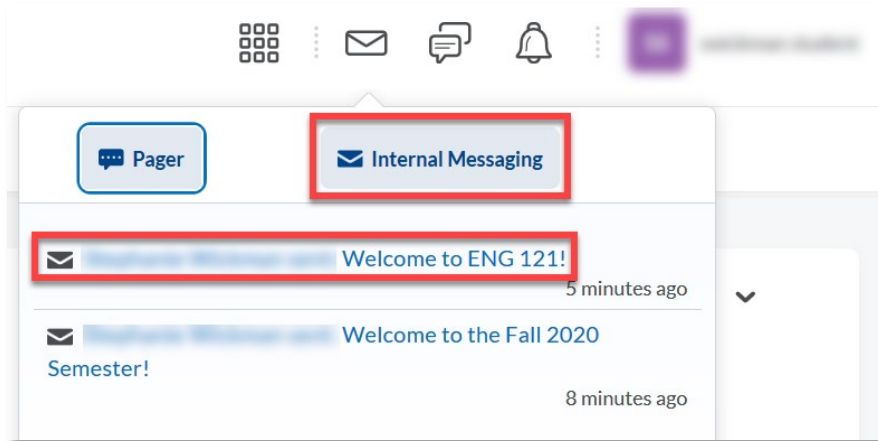
D2L has an Internal Messaging system that allows you to send messages back and forth between yourself and instructors and students in your classes. **Please note that you cannot send messages to email addresses outside the D2L system using D2L internal messaging, nor can you send email messages from an outside account in to the D2L system.**

When your instructor or a classmate sends you a D2L Internal Message, an orange dot will appear on the envelop icon at the top of your D2L home page. Follow the instructions below to access new messages.

1. Click the envelope icon at the top right of your D2L My Home screen.



2. Additional information will appear and you will see new and recent Internal Messaging notifications. You can access internal messages by either clicking on the Internal Messaging link or any of the internal messages displayed.



3. Once you are in the D2L Internal Messaging tool, you will notice that it looks and functions similarly to other messaging/email tools that you may be familiar with. Access messages by clicking on the subject text.

