

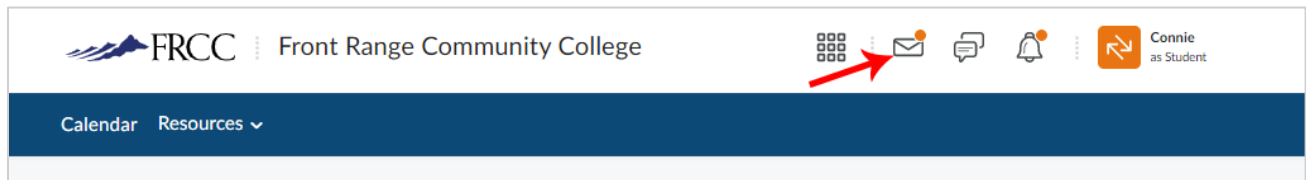
# Accessing and Using D2L Internal Messaging

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.**

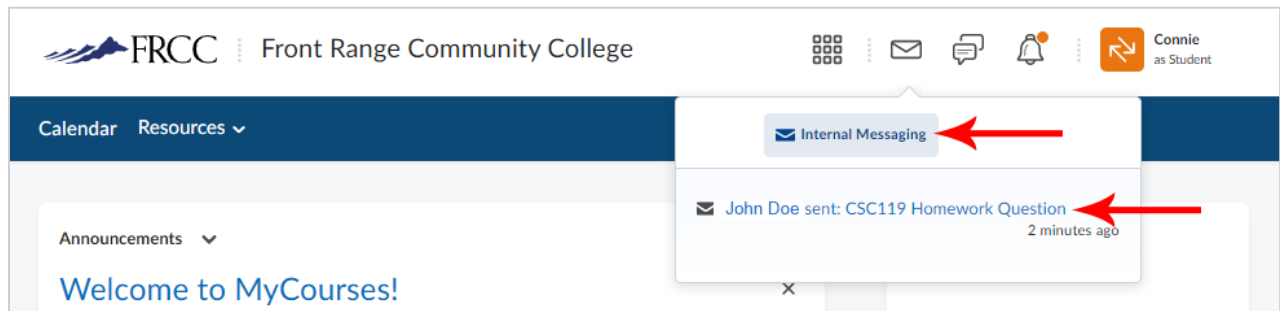
When your instructor or a classmate sends you a D2L Internal Message, an orange dot will appear on the envelope icon at the top of your D2L home page. Remember to always check and read your messages.

To send messages, follow the steps below:

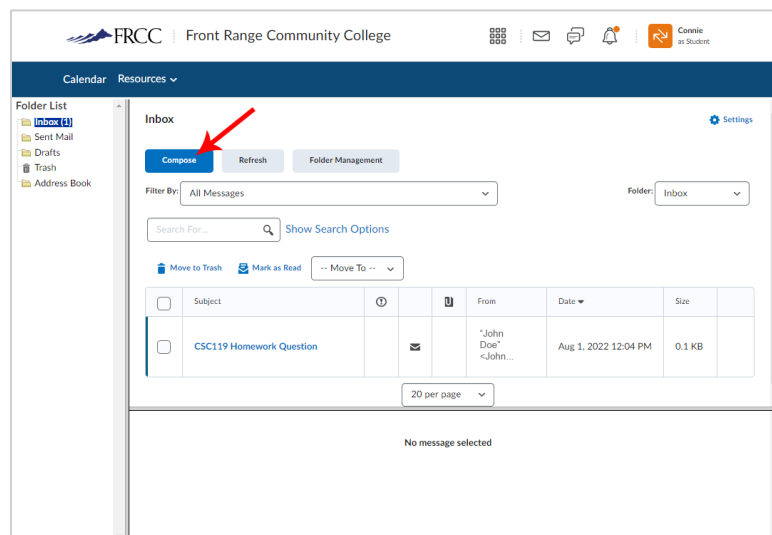
1. Located at the top right of your screen, click the **envelope** icon with **Message alerts** tooltip.



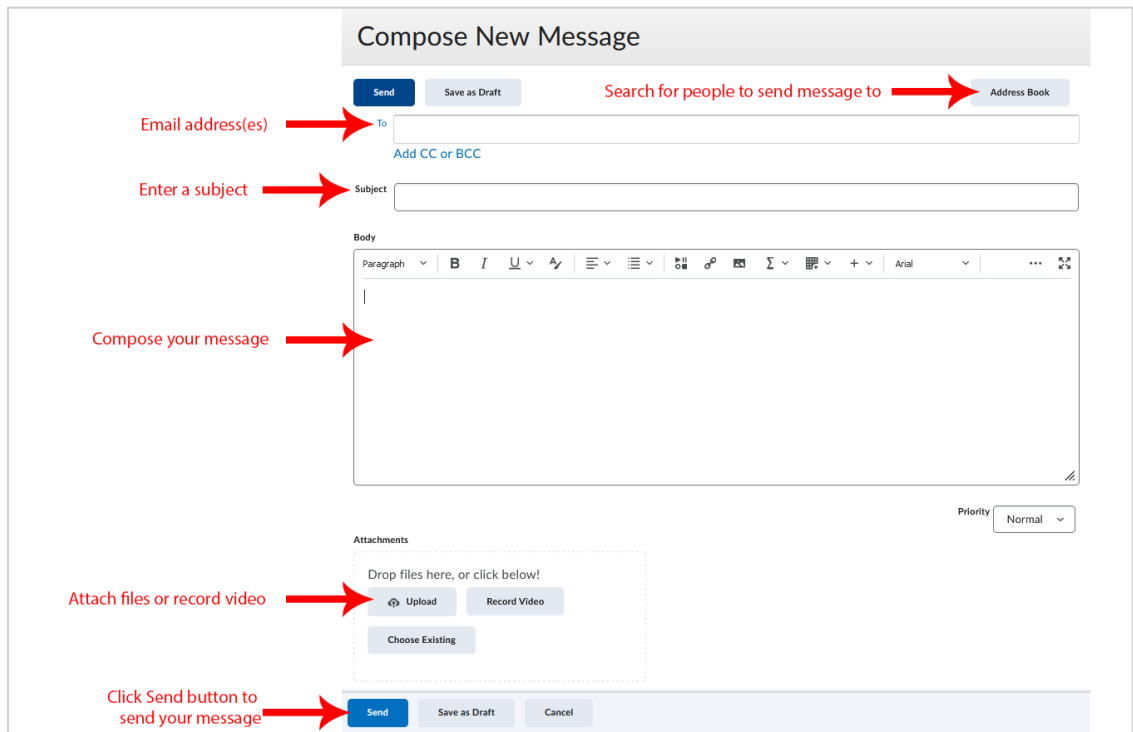
2. Additional information will appear and you will see new and recent internal messaging notifications. You can access internal messages by either clicking on the **Internal Messaging** link or any of the internal messages displayed.



3. From the **Inbox** page, click **Compose** button to compose a new message.



4. Compose a new message.
  - a. Click **Address Book** button to search for an email address.
  - b. Enter the subject of your email in the **Subject** text box.
  - c. Compose your message in the **Body** text box.
  - d. Click **Send** button when you are ready to send your email.



5. To review the email you just sent, click **Sent Mail** folder in the left-hand column of your **Inbox** page