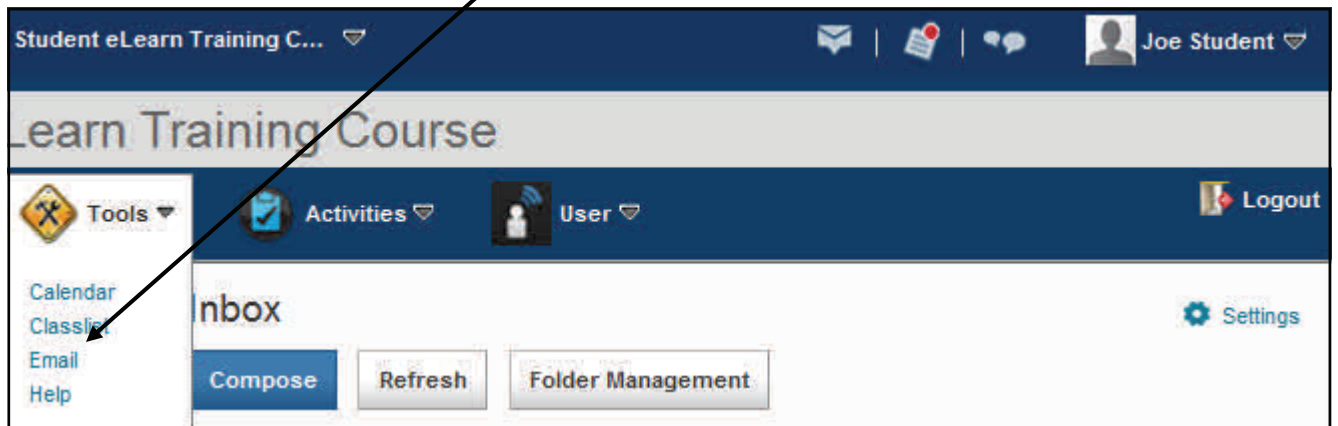


Accessing Email

Click the pull-down arrow by Tools and click **Email** or Click the **Email** icon

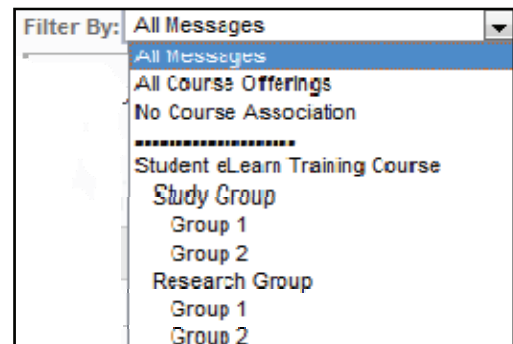


Toolbar



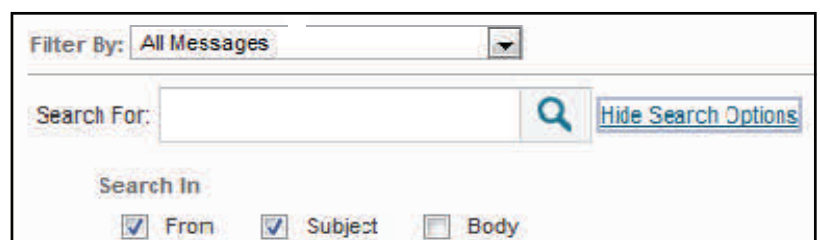
Filter

Click the pull-down arrow to the right of **Filter By** and make a choice from the list. Choosing a filter limits the displayed emails.



Search

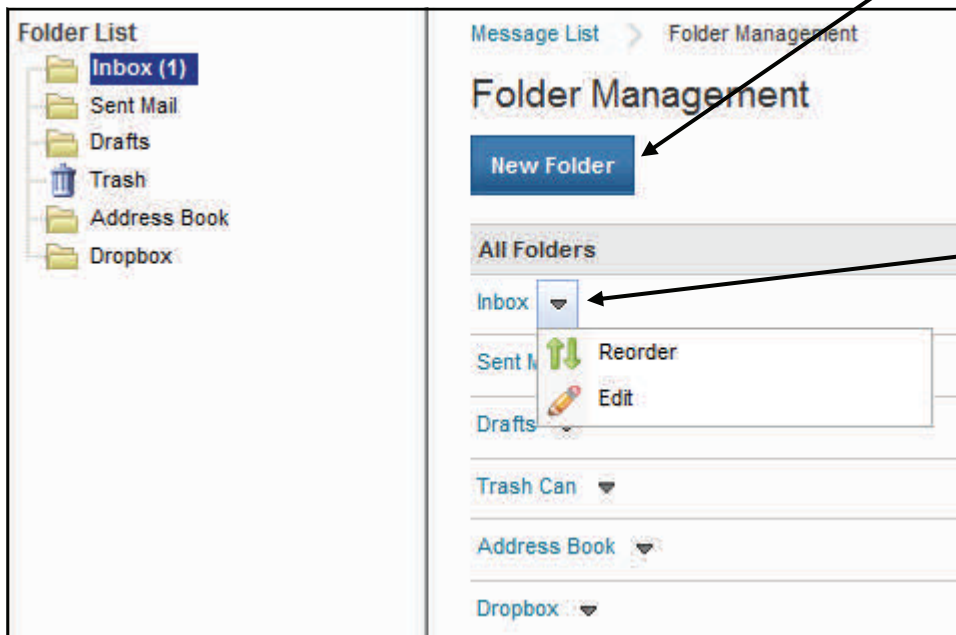
Enter the search parameters in the **Search For** text box. Checks can be placed in the "From", "Subject", and "Body" search options.



Email Management

Click Folder Management

Create a **New Folder**
(example: for a class)

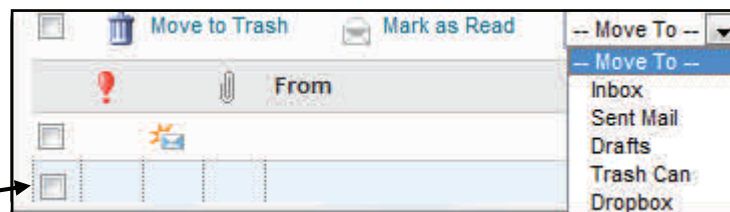


It is possible to **Reorder**
or **Edit** each folder using
the pull-down arrow to
the right of the folder
name

Move Messages

Click on Message List

Place Checkmark
by the message



Click the pull-down arrow to
the right of "Move To" and
select a folder

Compose An Email

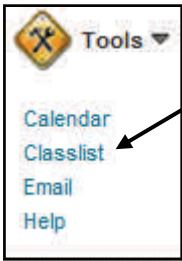
The screenshot shows a 'Compose New Message' window with the following elements and callouts:

- Address Book**: A button at the top left of the form.
- To:**, **Cc:**, **Bcc:**: Three text input fields for recipient addresses.
- Subject:**: A wide text input field for the message subject.
- Priority:**: A dropdown menu currently set to 'Normal'.
- Basic** / **Advanced**: Two tabs for switching between basic and advanced formatting options.
- Rich Text Editor**: A toolbar with icons for bold (B), italic (I), underline (U), bulleted list, numbered list, link, and unlink.
- Code Editor**: A toolbar with icons for source code, search, and refresh.
- Attachments**: A section with a list of attachments (currently empty) and a 'Browse...' button for each.
- Add Another File**: A button to add more attachments.
- Send**, **Save as Draft**, **Cancel**: Three buttons at the bottom of the window.

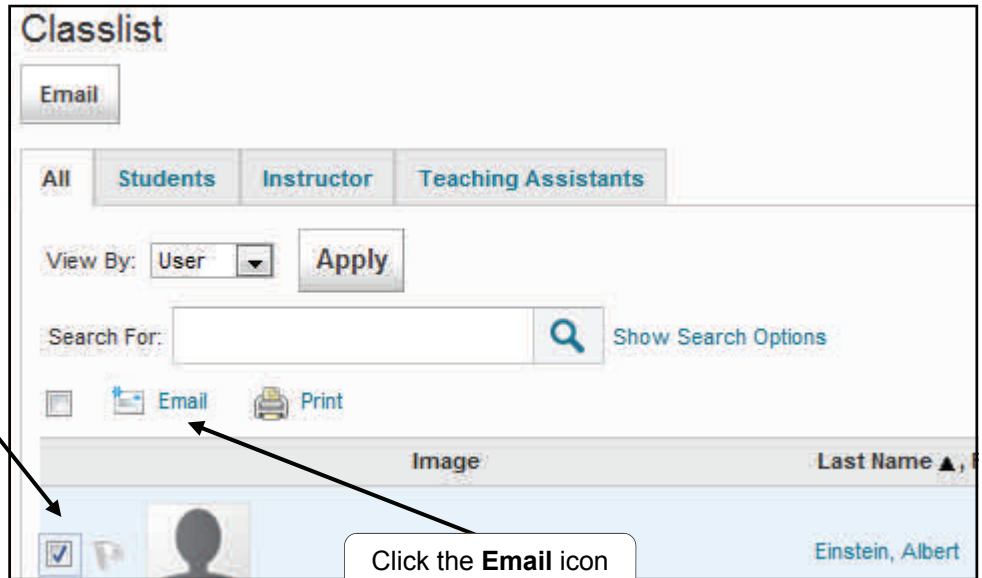
Callout boxes on the left side of the screenshot provide instructions:

- D2L internal email address**: Points to the 'To:' field.
- Type Subject in textbox**: Points to the 'Subject:' field.
- Type text in Message textbox**: Points to the main message body area.
- Click **Browse** to add attachments**: Points to the 'Browse...' button in the attachments section.
- Click **Send****: Points to the 'Send' button at the bottom.

Easiest Way To Email Within The eLearn System



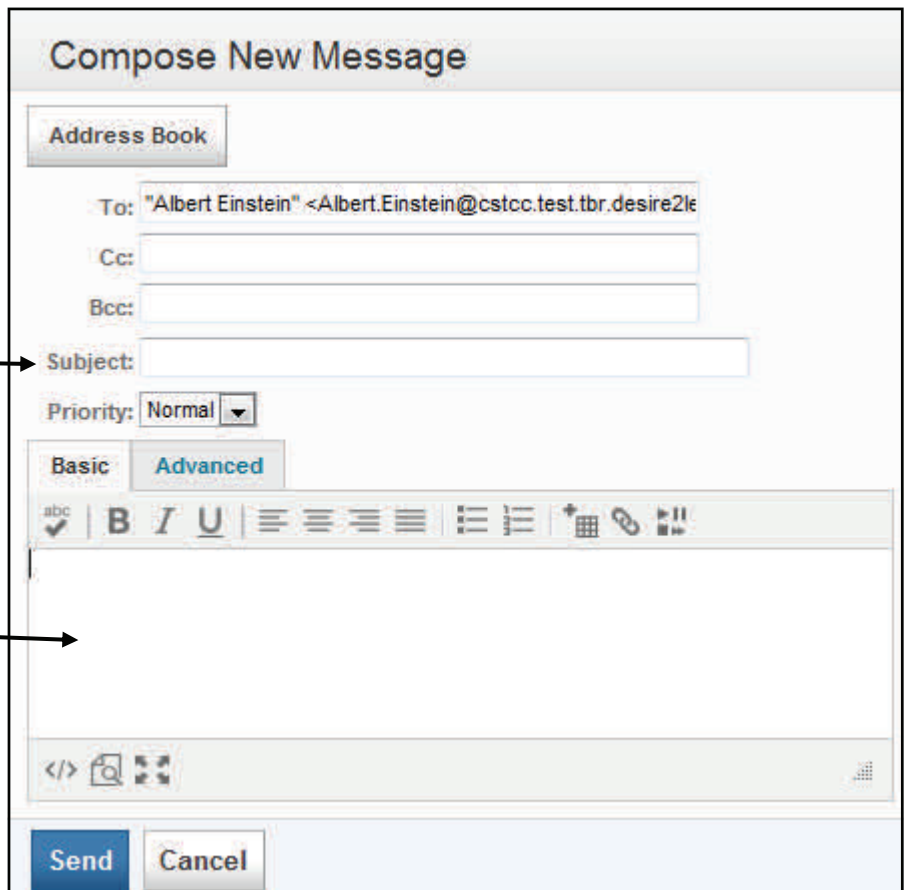
Click the pull-down arrow by Tools and click **Classlist**



Click the checkbox next to the name of the person you want to email (choose the Student or Instructor tab if necessary)

Click the **Email** icon

A pop-up window will appear with the email address



Fill out subject line

Type message

Click **Send**