Using Course Email

- This tutorial will teach you how to use your course email in D2L
- Once you have logged into D2L, you will be brought to the My Home Page
- To access your email click the hyperlink that looks like an envelope on the top right
- A drop down menu will appear, that displays “Go to Pager” and “Go to Email”

  ![D2L My Home Page](image)

- Click “Go to Email”
- You will now be directed to your Course Email
- Here you can contact your instructors and classmates, enter information to your address book, and organize your folders

  ![Course Email Interface](image)

- You may also filter your course email by the course, all course offerings, or all messages
- To send a message, click the compose button

![Compose Button](image)
Using Course Email

- A window will then appear, you can either type the address in or choose one from your address book.

- There is also an area at the bottom of the window for attachments.

- Once finished click send.

- To manage and organize your Email, click the Folder management button.

- Here you can edit your existing folders and create new ones.

- Your instructors may use this Email to contact you within D2L instead of your BHSU account.

- Make sure to check your D2L email often.

- Please continue to watch the tutorials to learn more about D2L.