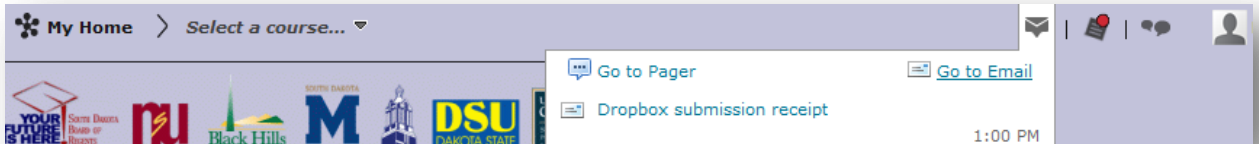
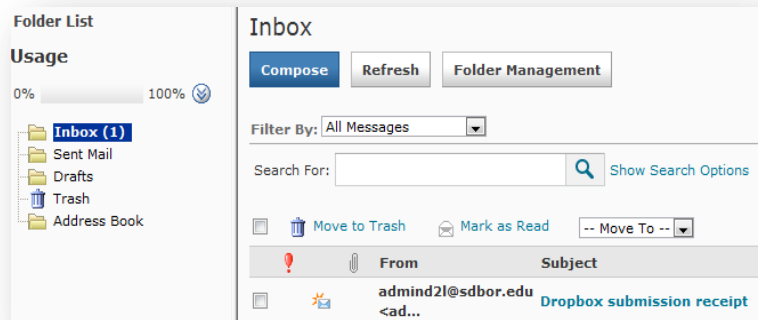



Using Course Email

- 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”



- 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

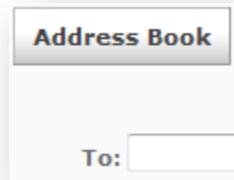


- You may also filter your course email by the course, all course offerings, or all messages
- To send a message, click the compose button 

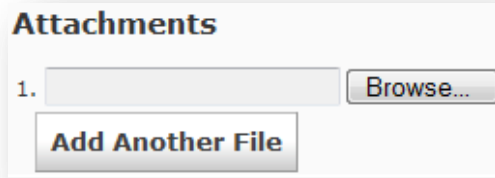


Using Course Email

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



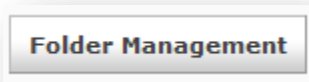
- There is also an area at the bottom of the window for attachments



- 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.