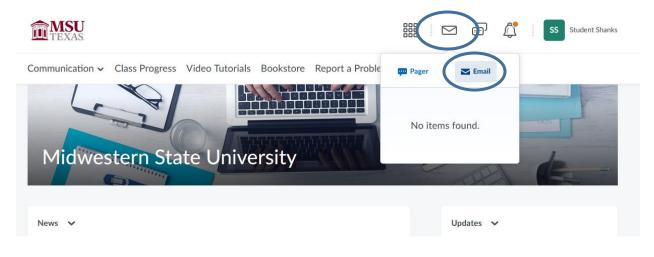
Email Introduction

To view your D2L email, start from the D2L homepage or one of your courses. Click on the **envelope icon** in the top right corner of the page then click **Email**.



You should now be on the email page. You will see your folders on the left panel. Your inbox will take up the rest of the space. Click **Compose** to start a new email. Click **Refresh** to update your inbox. Click **Folder management** to create a new folder or keep your current folders organized. **To make sure your inbox has the most recent emails on top, make sure you click the column that says Date. It should have a small black arrow pointing down.**

$\langle \rangle$	Communication 🗸 Class Progress Video Tutorials Bookstore	e Repo	ort a Prot	olem	More 🗸		
Folder List	Inbox						🏚 Settings
Trash	Compose Refresh Folder Management Filter By: All Messages						
\smile	🖀 Move to Trash 🗟 Mark as Read Move To 🗸	no Trash 🛃 Mark as Read 🛛 Move To 🔍					
	Subject	(U	From	Date	Size
	Dropbox submission receipt		\mathbf{M}		d2lhelp@msutexas.edu <	Dec 2, 2021 9:11 AM	0.1 KB
	Dropbox submission receipt		M		d2lhelp@msutexas.edu <	Dec 2, 2021 9:08 AM	0.1 KB

You can also set up email forwarding. This is helpful for if you want to send all these emails to your main personal email address. To do this click on the **Settings icon** in the top right corner.

Inbox				
Compose	Refresh	Folder Management		
Filter By: All Me	essages	~		



Scroll down to **Forwarding Options**. You will want to **check the box** that says "Forward incoming message to an alternate email account." Then put in the email address of your choice. You can then pick one of the three options with how it handles the forwarded email in the D2L inbox. Hit Save once finished.

Forwarding Options					
 Forward incoming messages to an alternate email account 					
Email Address					
kenneth.shanks@msutexas.e					
 Forward and delete from the Inbox folder Forward and mark unread in the Inbox folder 					
 Forward and mark read in the Inbox folder 					
Save Cancel					