

Sending Email in Desire2Learn (D2L)

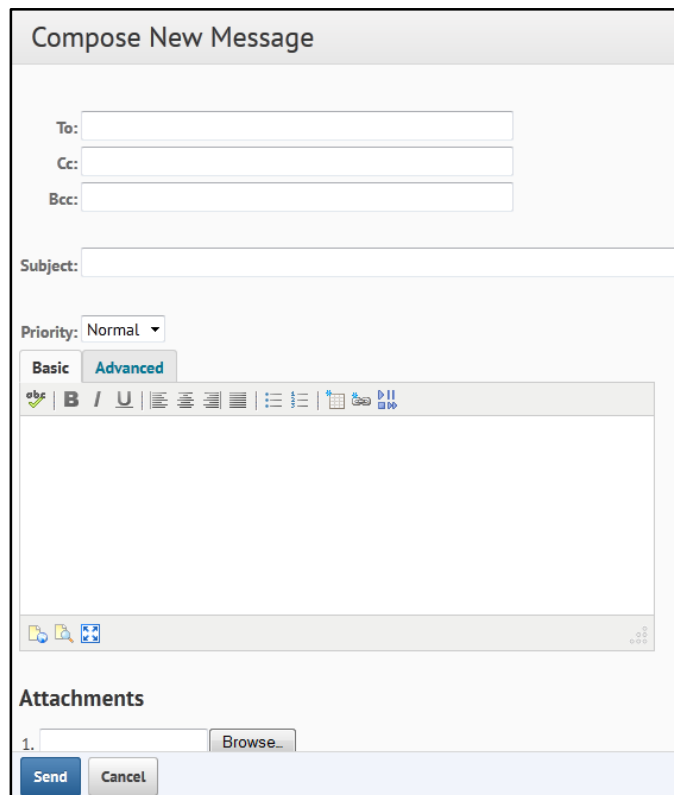
1. Log in to D2L and go to your course.
2. Select **Communication** then **Classlist/Email** from the navigation bar.



3. To send an email to your instructor or a classmate:
 - a. Click on the person's name and a new message window opens.
 - b. Enter your email address in the **Cc:** field.

Note: All emails in D2L are sent to your PSC email address. D2L does **not** retain copies of emails sent through the system and they cannot be accessed through D2L.

- c. Enter a subject for the email.
- d. Enter your message in the text box.
- e. You can attach a file by clicking on **Browse** under **Attachments**.
- f. When you are ready to send your email, click on **Send**.

A screenshot of the 'Compose New Message' window in D2L. The window has a title bar 'Compose New Message'. Below the title bar are three text input fields for 'To:', 'Cc:', and 'Bcc:'. Below these is a 'Subject:' field. A 'Priority:' dropdown menu is set to 'Normal'. There are two tabs: 'Basic' (selected) and 'Advanced'. Below the tabs is a rich text editor with a toolbar containing icons for bold, italic, underline, bulleted list, numbered list, link, unlink, and insert link. Below the text editor is an 'Attachments' section with a 'Browse...' button. At the bottom are 'Send' and 'Cancel' buttons.