Using EMail

Email sent within Desire2Learn is received through NWFSC’s Outlook email or an email address designated by the student.

**WARNING:** When you send email within D2L, no copy of the message is retained in Outlook’s *Sent Items* folder.

1. From the *Navigation* bar, click **EMAIL**. A new email message screen appears.

2. From the email screen, choose **Compose**.

3. In the *To* test box, type the desired email address

OR

To select a recipient (or recipients) from the *Classlist* click on their name under the heading **Email**. A new window will pop up to allow you to compose a message.
4. In the *Subject* text box, type the subject of the message.
5. To flag the message with a priority level, from the Priority pulldown list, select **Low, Normal or High**.

6. In the scroll box, type the body of the message and click **SPELL CHECK**, then **SEND**.