D2L Brightspace
The Email Tool
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Introduction
This document has been developed to introduce you to Kennesaw State University’s learning management system, Desire2Learn (D2L) Brightspace. D2L Brightspace® is an excellent tool for instructors. The various sections presented in this document will provide you a greater understanding of the Desire2Learn Email tool capabilities.

Learning Objectives
After completing the instructions in this booklet, you will be able to:

- Understand and navigate the layout of the Email tool
- Email from the My Home page
- Emailing from the Classlist
- Checking for Email Messages
- Creating Folders to Store emails
- Moving and Filtering Messages
The Email Tool

D2L Brightspace enables you to email other students or faculty at Kennesaw State University. With the Email tool, you have the ability to email one or more students as well as your entire classlist.

Checking Email from the My Home Page

When you log into D2L, you have the ability to quickly and easily check for new email from the Minibar. Using the Minibar, you will be able to view new email notifications and access email from all of your courses.

1. Whenever you receive an email in D2L, you will receive an alert via the Message Alerts icon. When you receive an email, a red circle will appear next to the Message Alert icon.

![Figure 1 - Message Alert](image)

2. From the My Home Page, click the Message Alerts icon on the Minibar.

![Figure 2 - The Minibar](image)

3. Click Go to Email to access your inbox.

**Note:** This inbox will contain your email from all of your courses. If you wish to view email from a specific course, or email to students in a specific course, it is recommended that you access that course.

![Figure 3 - Go to Email](image)
Emailing from your Course

When you wish to send an email to your students, it is recommended that you first navigate to your course, then compose and send an email via your Classlist. The following explains how to use the email tool from your Classlist in D2L Brightspace:

Note: Email messages cannot exceed two megabytes.

Sending an Email to One Student or a Group of Students

Desire2Learn gives you the ability to send an email to one or student or a group of students.

1. From the My Home Page, click the Select a course drop-down.

2. Select the course that contains the student(s) who will be receiving your email message.

3. Click Classlist.

Figure 4 - Select a Course

Figure 5 - Selecting your course

Figure 6 - The Classlist
4. You will see a list of students in your class. Click to **select the student(s)** whom you wish to message.

5. Click the **Email** button.

6. A window will appear where you can compose your message. By default, student(s) that you select will appear in the Bcc field.

7. After you have composed your message, you can click the **Send** button.
Sending an Email to Everyone in a Class
D2L Brightspace gives you the ability to send an email to every person in a class. The following steps explain how this can be done:

1. From the Home Page, click on the Select a course... drop-down.

![Select a Course](image1)

   **Figure 11 - Select a Course**

2. Click the course name that contains the student(s) who will be receiving your email message.

![Selecting your Course](image2)

   **Figure 12 - Selecting your Course**

3. Click Classlist.

![The Classlist](image3)

   **Figure 13 - The Classlist**

4. Click the Email Classlist button.

![The Email Button](image4)

   **Figure 14 - The Email Button**

5. In the Email Classlist window, scroll down to the bottom of the page and click the Send Email button.

![Send Email](image5)

   **Figure 15 - Send Email**
6. A window will appear where you can compose your message.

**Note:** By default, students that you select will appear in the Bcc field.

![Compose New Message](image)

**Figure 16 - The BCC Field**

7. After you have composed your message, click the **Send** button.

![Send Button](image)

**Figure 17 - The Send Button**

**Checking for Email Messages**

The following explains how to check to see if you have any email messages from your students:

1. From the **My Home Page**, click on the **Message Alerts** icon.

![Message Alerts](image)

**Figure 18 - Message Alerts**
2. Click on the **Go to Email** Link.

![Figure 19 - Go to Email](image1.png)

3. Your inbox will appear on your screen. Any messages that you have received will appear in the inbox.

![Figure 20 - The Inbox](image2.png)

4. Click the **subject** of the message to open the email.

![Figure 21 - The Email Subject](image3.png)
Creating Folders to Store Email Messages

The following explains how to create folders to store email messages that you receive:

1. In the *Inbox*, click the **Folder Management** button.

![Figure 22 - The Folder Management button](image)

2. Click **New Folder**.

![Figure 23 - New Folder](image)

3. Enter a **Folder Name** for the folder and click the **Save** button.

![Figure 24 - The Save Button](image)

4. The new folder will appear in the indicated area.

![Figure 25 - The New Folder](image)
5. To return to the *Inbox*, click **Inbox** as indicated.

![Folder List](image)

**Figure 26 - Click on Inbox**

**Moving a Message from the Inbox to the Trash**

Email messages can be stored in folders that create your own records. Or, you can move messages to the trash to keep your inbox neat and clutter free. The following explains how this can be done:

1. From the *Inbox*, select the **message(s)** that you wish to move or delete.

![Selecting a Message](image)

**Figure 27 - Selecting a Message**

2. Click the **Move to Trash** link.

![Move to Trash](image)

**Figure 28 - The Move to Trash button**

3. Your message will be moved to the **Trash** Folder.
Moving a Message from the Inbox to a Folder

Email messages can be stored in folders that create your own records. The following explains how this can be done:

1. From the Inbox, select the message(s) that you wish to move.

![Figure 29 - Selecting a Message]

2. Click on the Move To drop-down arrow as indicated.

![Figure 30 - Move To Drop-Down]

3. In the menu that appears, click to select the folder where you wish to move the email.

![Figure 31 - Select the Folder]

4. The message will be moved from your Inbox to the folder that you selected.
Additional Help
For additional support, please contact the KSU Service Desk:

**KSU Service Desk for Faculty & Staff**
- Phone: 470-578-6999
- Email: service@kennesaw.edu
- Website: [http://uits.kennesaw.edu](http://uits.kennesaw.edu)

**KSU Student Helpdesk**
- Phone: 470-578-3555
- Email: studenthelpdesk@kennesaw.edu
- Website: [http://uits.kennesaw.edu](http://uits.kennesaw.edu)