**D2L Email**

For this course, you will need to interact with the instructors and the students. You will use the *email* button to do a big portion of this. You can find the email in the navigation area. Please note that the email stays in D2L; it does not go to hotmail, yahoo, etc. The first thing I notice: I have 3 areas. On my left I have my folder list; on my right I have my message in the bottom and my email options at the top. Let’s look at the folder list first; in this list you have, inbox, sent, drafts, trash (deleted items), and address book. When we look at the *inbox*, we have one message from Abraham Lincoln; when you click on it, the body shows below. To respond to email, click *reply* to respond to Abraham alone; if the email was sent to multiple persons, you can click *reply all* and you will respond to all people who received the email. You can make attachments by clicking the *browse* button and clicking *add attachment*. You can save the message if you wish and then you can send. You will see that you have a confirmation received notification; Abraham has now received my email. In the *message list*, you will see: who sent you an email, the subject, when it was sent to you. Under the compose section, you will also see that you have Cc: and Bcc: You will click *Cc*: to carbon copy another person to this email. You can also click *Bcc*: recipients; this means that this will be a blind carbon copy to other individuals that cannot be seen by other individuals included in the email. You can also personalize your email by bolding it, changing the font, or italicizing. You can refresh your email list or create new folders; you can edit a folder, as well here. Let’s go back to the *message list*; you can explore your options here. Finally, I want to show you the *address book*; to access address book, select the link and it will open. Normally there will be students listed here and you can email them individually or click individuals to send them a group email.