# Email Overview and Settings

Email is used for private communication between the sender and receiver of the email message. Email is an internal or closed system within D2L. Neither students nor faculty can send email to D2L from another email account. Students cannot forward email from D2L to another email account; however, faculty do have the option to forward messages to another email account.

## Send Email

The recommended method for sending email is to use the classlist. If email is sent from the classlist, it is identified with the course and will filter properly.

## Manage Email Settings

Select how you want to view email by selecting the options availabe in Settings. To access settings, from the Communication group, select Email then click the Settings link. Select from the following options then click on Save.

* **Track activity for messages sent to internal email addresses:** A personal setting that, when turned on, tracks the status of a sent message (read or unread) and when the message was replied to and/or forwarded. Messages can be tracked by clicking the View Recipient Activity link accessed through messages in the Sent Mail folder.
* **Include original message in email replies:** When you reply to an email, the original message is included with your reply.
* **Save a copy of each outgoing message to the Sent Mail folder:** A copy of the messages you send, with attachments, is saved to the Sent Email folder.
* **Email Signature:** Add text that will appear at the bottom of the messages you send.
* **Show the Message Preview pane:** The preview pane allows you to read messages from within the Message List page. If you turn this option off, clicking on a message opens a new window containing the message.
* **Show the Folder List pane:** This option displays the folder pane to the left of the Message List area. The folder pane contains the same content as the folder drop-down list.
* **Mark messages as read when viewed in the Message Preview pane:** Using the preview pane to read your messages will mark them as read.
* **Show internal email addresses in the Address Book:** Internal addresses for NSCC contacts will appear in the Address Book.
* **Allow filtering messages and contacts on group enrollment:** Controls whether groups and sections are listed in the Filter By field in the message list and the address book.
* **Forward incoming messages to an alternate email account**: Enter an address into this field to have email sent to your Desire2Learn address redirected to this address. This is available for faculty to forward email to their NSCC email.
  + **Forward and delete from the Inbox folder:** Mail is forwarded to your specified address and then deleted.
  + **Forward and mark unread in the Inbox folder:** Mail is forwarded to your specified address and then marked as unread in the Desire2Learn mail list.
  + **Forward and mark read in the Inbox folder:** Mail is forwarded to your specified address and then marked as read in the Desire2Learn mail list.