D2L Brightspace – Daylight Experience

The Email Tool

University Information Technology Services

D2L Brightspace® - Daylight Experience : The Email Tool

Table of Contents

Introduction

This document has been developed to introduce you to Kennesaw State University's learning management system, 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 D2L Brightspace 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 Brightspace, 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 Brightspace, 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

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

Figure 2 - The Minibar

3. Click **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.
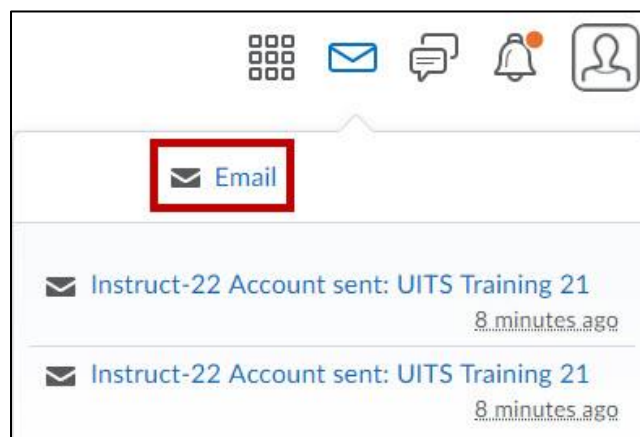

Figure 3 - Go to Inbox

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

D2L Brightspace 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 **course launcher**.

Figure 4 – Course Launcher

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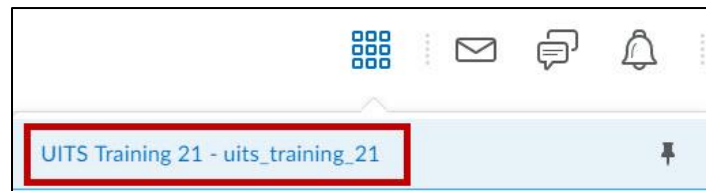

Figure 5 - Selecting your course
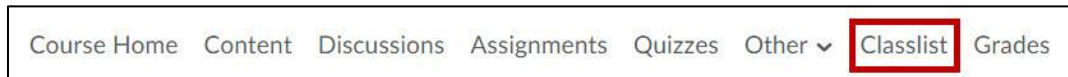
3. Click **Classlist**.

Figure 6 - The Classlist

4. You will see a list of students in your class. Click the **check button** to select the student(s) whom you wish to message.

Figure 7 - Selecting a student(s)

5. Click the **Email** button.

Figure 8 - The Email Button

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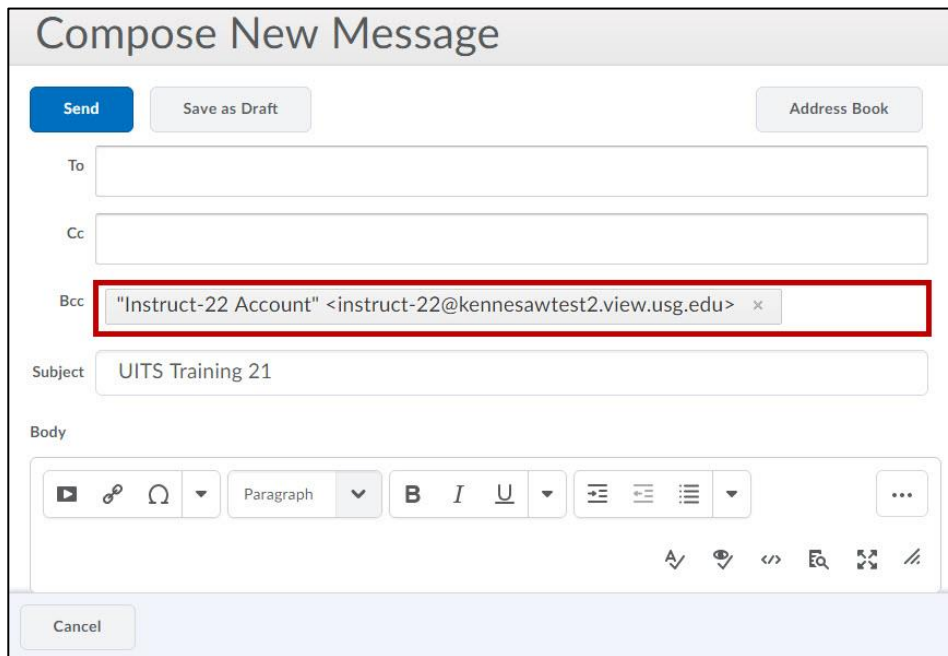

Figure 9 - The Bcc Field

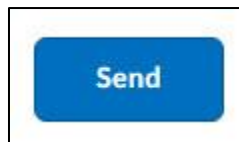7. After you have composed your message, click the **Send** button.

Figure 10 - 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 *My Home Page*, click the **course launcher**.

Figure 11 - Select a Course

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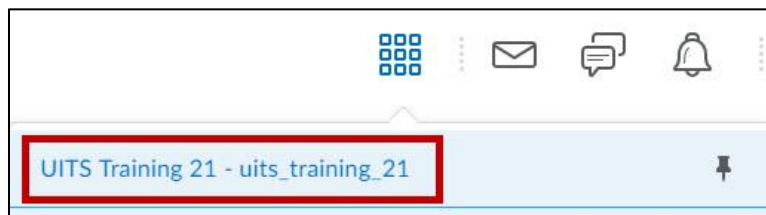

Figure 12 - Selecting your course

3. Click **Classlist**.

Figure 13 - The Classlist

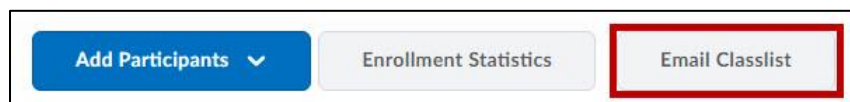4. Click the **Email Classlist** button.

Figure 14 - The Email Button

5. A list of participants who will receive your email loads in the *Email Classlist* window. Scroll down to the bottom of the page and click the **Send Email** button.
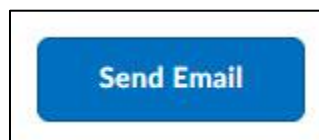

Figure 15 - Send Email

6. A window will appear where you can compose your message.

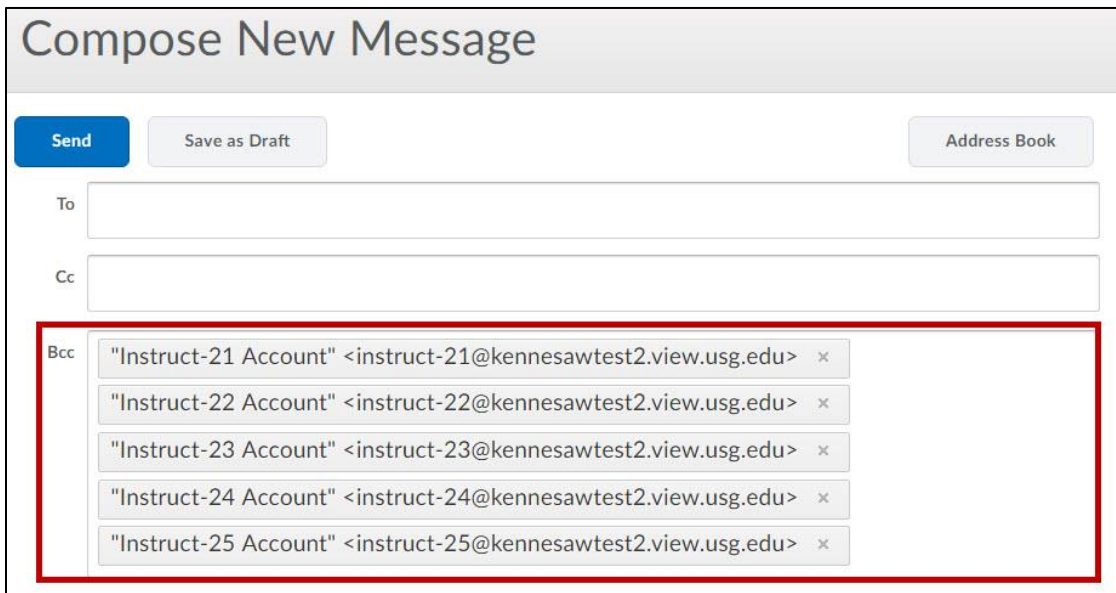**Note**: By default, students that you select will appear in the Bcc field.

Figure 16 - The BCC Field

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

Figure 17 - The Send Button

Checking for Email Messages

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

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

Figure 18 - Message Alerts

2. Click **Email** to access your inbox.

Note: If new emails are in your inbox, you will see a preview of their sender and subject.
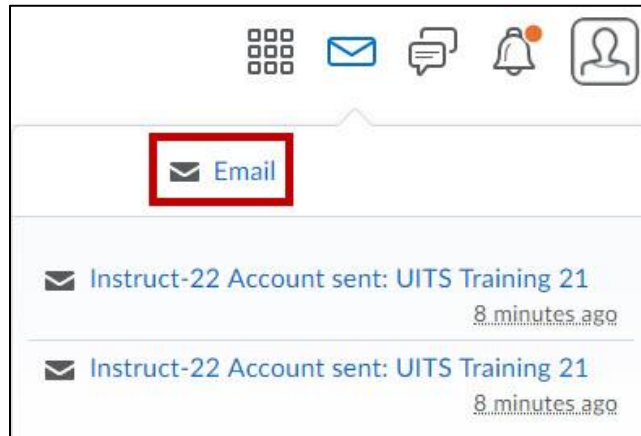

Figure 19 - Go to Inbox

3. Your inbox will load. Any messages that you have received will appear in the inbox. The subjects of new messages are in bold.
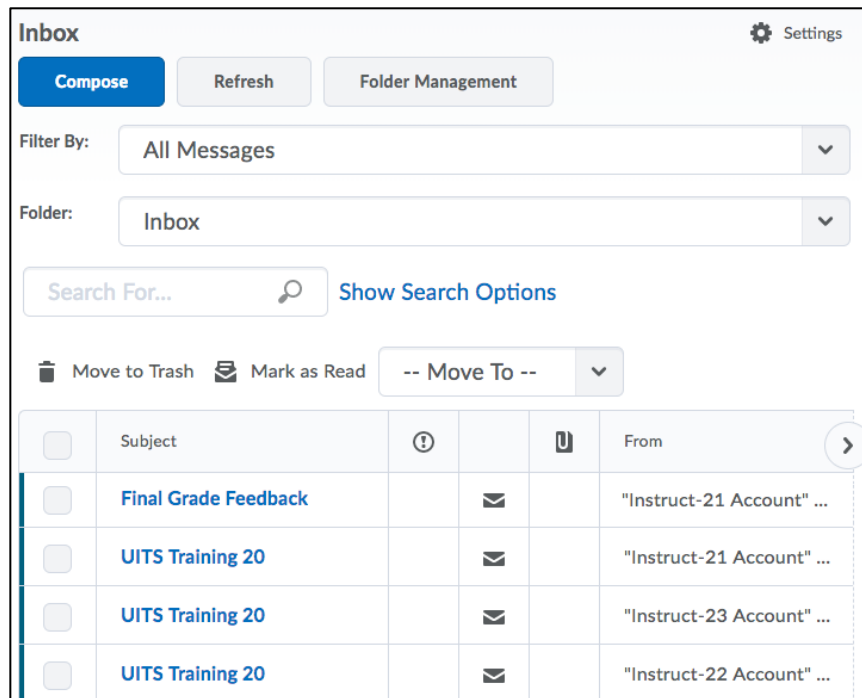

Figure 20 - The Inbox
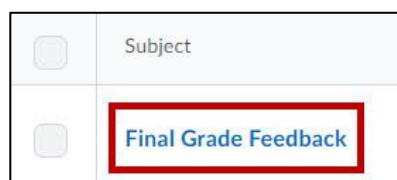
4. Click the **subject** to open an email.

Figure 21 - The Email Subject

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
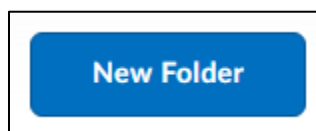
2. Click **New Folder**.

Figure 23 - New Folder

3. Enter a **Folder Name** and, if needed, select a **Parent Folder** for the folder to reside in. When finished, click the **Save** button.
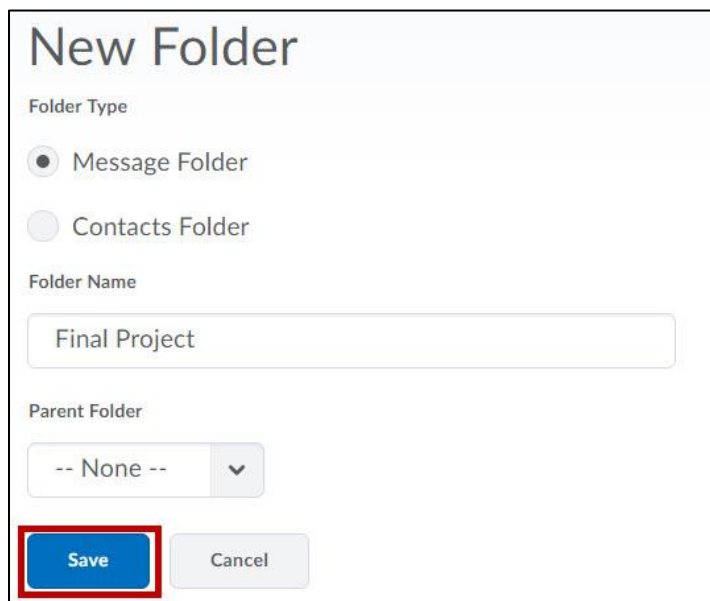

Figure 24 - The Save Button

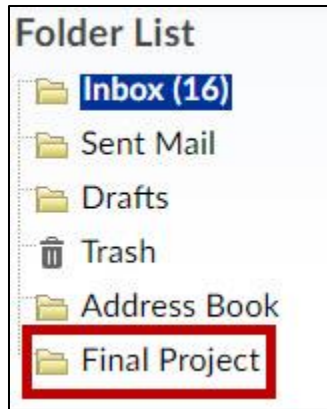4. The new folder will appear in the *Folder List*.

Figure 25 - The New Folder
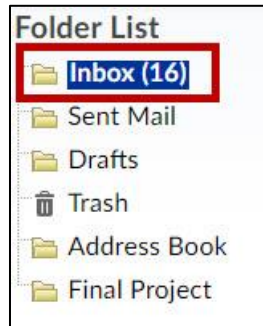
5. To return to the *Inbox,* click **Inbox**.

Figure 26 - Click on Inbox

Moving a Message from the Inbox to a Folder

Email messages can be stored in folders. The following explains how to move an email from your inbox to a folder:

1. From the *Inbox*, select the **message(s)** that you wish to move (See Figure 27Figure 27).
2. Click on the **Move To** drop-down arrow (See Figure 27Figure 27).
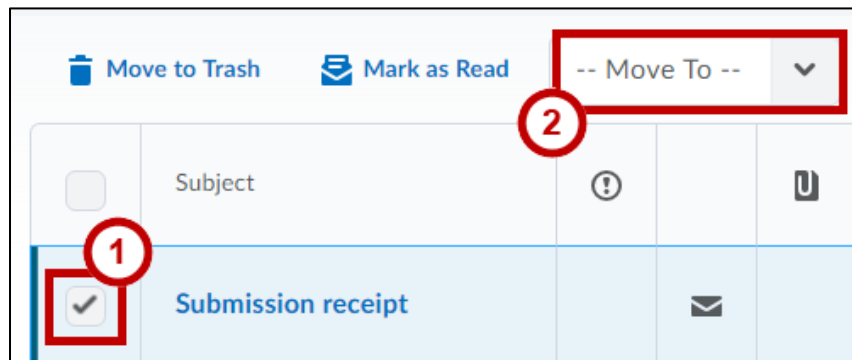

Figure 27 - Selecting a Message

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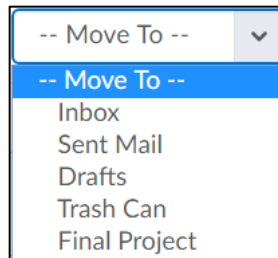

Figure 28 - Select the Folder

4. The message will be moved from your *Inbox* to the folder that you selected.

Moving a Message from the Inbox to the Trash

You can move messages to the trash to keep your inbox neat and clutter free. The following explains how to move messages to the trash:

1. From the *Inbox,* select the **message(s)** that you wish to delete (See Figure 29Figure 29).
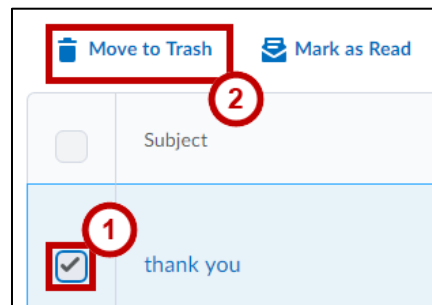2. Click **Move to Trash** (See Figure 29Figure 29).

Figure 29 - Selecting a Message

3. Your message will be moved to the *Trash* Folder.

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

KSU Student Helpdesk
- Phone: 470-578-3555
- Email: studenthelpdesk@kennesaw.edu
- Website: http://uits.kennesaw.edu