

Changing Your D2L Email Settings

1. In the course, go to Email and select the setting button on the far right of the page.

Inbox

 Settings

Compose

Refresh

Folder Management

2. Once on the Email Settings page, you have Email Options, Display Options, and Forwarding Options.
 - Email options allows you to do things such as track activity, change where you receive replies, and create an email signature.

Email Settings











Email Options

- Track activity for messages sent to internal email addresses
- Include original message in email replies
- Send a copy of each outgoing message to Tara.Perrin@mtsu.edu

"Reply to" Email Address



Email Signature

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- Display options allows you to change how to view your inbox, for example preview messages or mark messages as read when using the Message Preview Pane.

Display Options

- Show the Message Preview pane
- Show the Folder List pane
- Mark messages as read when viewed in the Message Preview pane
- Show internal email addresses in the Address Book
- Show external email addresses in the Address Book
- Allow filtering messages and contacts on group enrollment




- Forwarding Options allows you to forward incoming messages to an alternate account and determine what to do with that forwarded message.

Forwarding Options

- Forward incoming messages to an alternate email account

Email Address

Your.Email@mtsu.edu

- Forward and delete from the Inbox folder 
- Forward and mark unread in the Inbox folder 
- Forward and mark read in the Inbox folder 

3. Once you have changed the settings to meet your needs, click save.