

Desire2Learn: Tips on Email

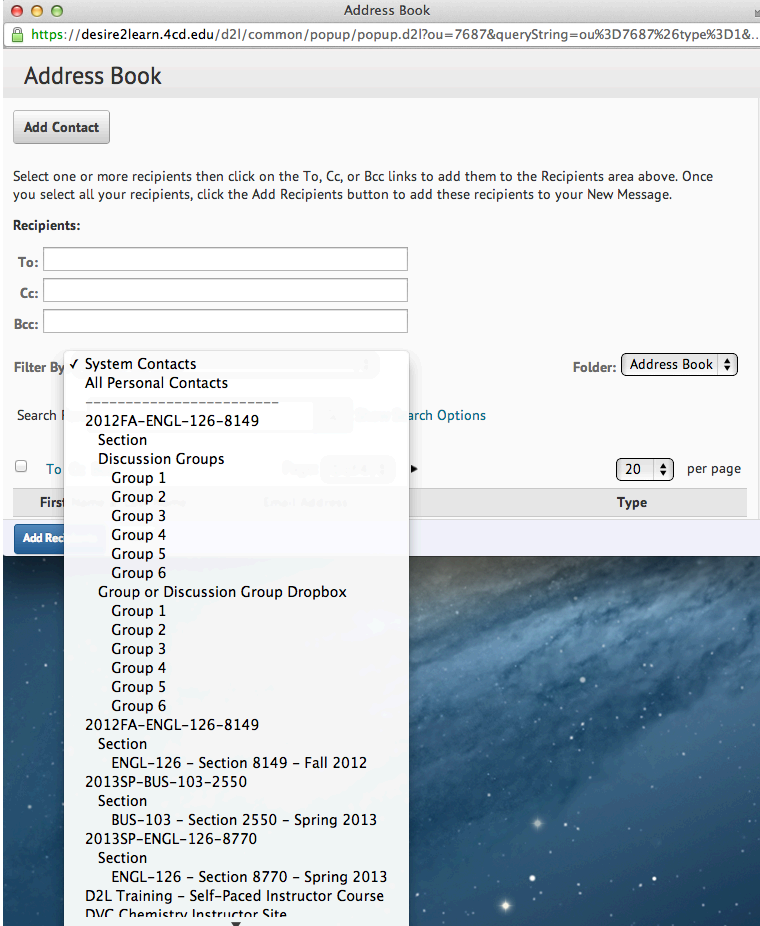
Email is simple in D2L, except for two design elements:

1. Address Book (filter by)
2. How to see/read a message

1. Address Book: How to select a class email list in Filter By:

Click on the Communication drop-down menu and Email.

Click on Compose, selecting Address Book, and then look for the Filter By menu. By default, you and your students see all of their contacts in System Contacts. To filter and select a particular class, select it from the list:



The screenshot shows the 'Address Book' interface in a web browser. A blue arrow points to the 'Filter By' dropdown menu, which is open and displaying a list of contact groups. The list includes 'System Contacts', 'All Personal Contacts', and several class-specific groups like '2012FA-ENGL-126-8149' and '2013SP-BUS-103-2550'. The interface also shows 'To:', 'Cc:', and 'Bcc:' fields, an 'Add Contact' button, and a 'Folder: Address Book' dropdown.

Also note, if you are using the Group Tool, your groups appear in this menu as well.

To add students to the To, CC, or BCC line, check the box next to To, CC, or BCC and then click To or CC or BCC.

2. How to see/read a message. While messages are easy to see/read, there is a slideable, horizontal bar that if raised too far will hide the email message. Look for it and slide it up/down to see what I'm referring to.