



Educational Technology Student Orientation to D2L

Accessing and Receiving Your D2L Email

Step 1

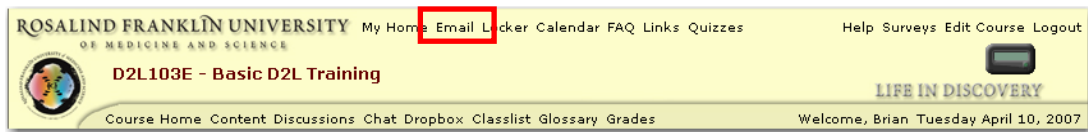
Access your D2L email several ways:


A. By **SELECTING** the **Email link** on the top navigation bar:

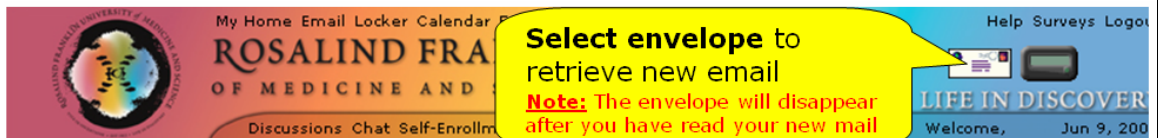
1. From your My Home page



2. From inside a course



B. An envelope () in the upper right hand corner of the header will appear when you have new mail (See below). You can access your email by **SELECTING** the **envelope**.



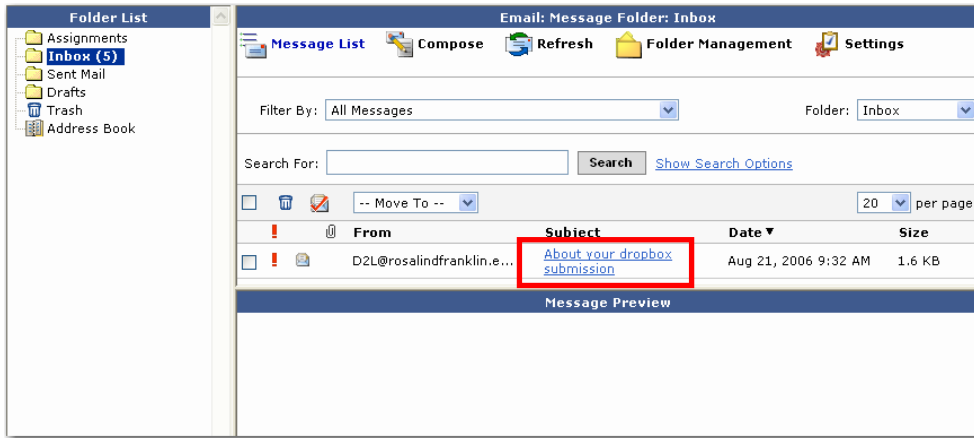
C. The Updates widget will display the number of new emails you have. **SELECT** the **[New Email Message](#)** link to retrieve your mail.



Selecting any of the above options will bring you to the main email screen. (See Step 2 Below)

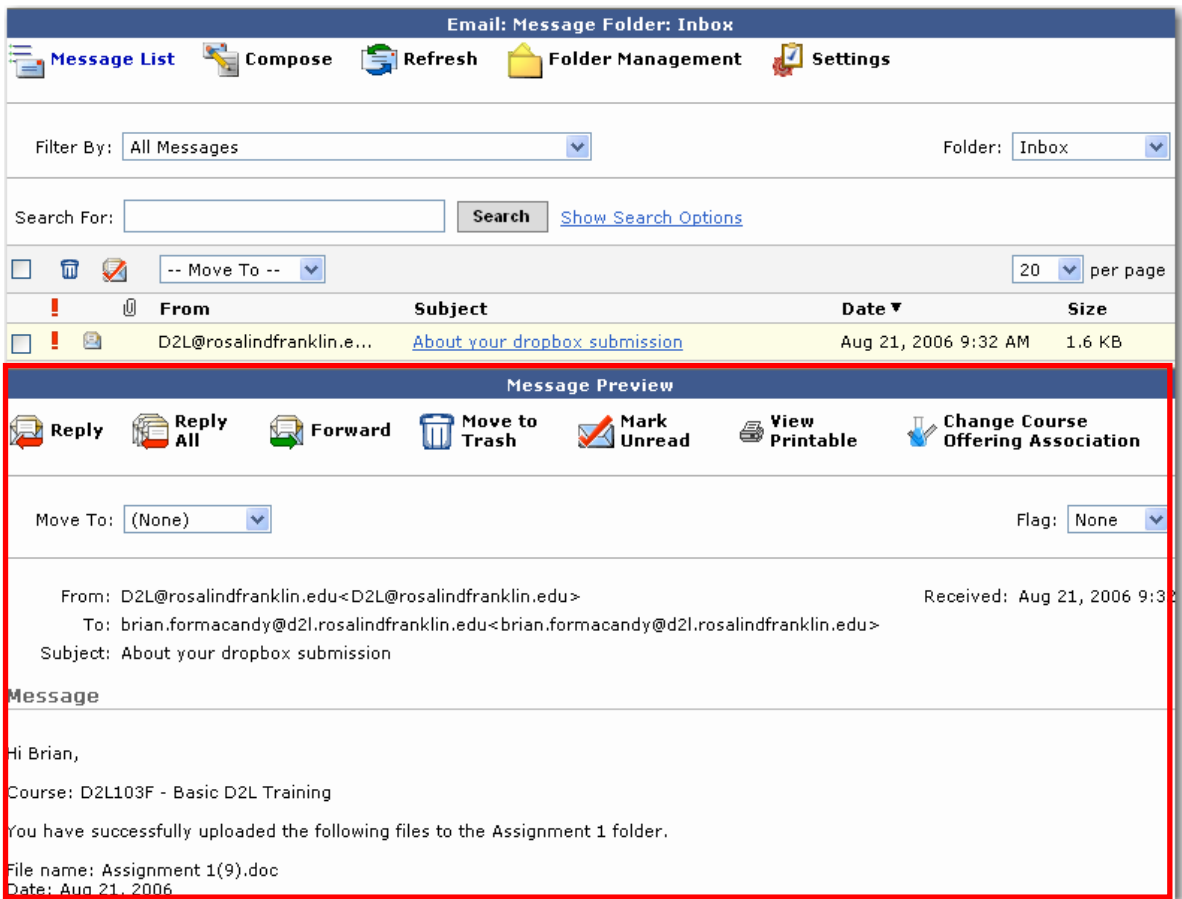
Step 2

SELECT the link in the **subject column** to preview the message



Step 3

The message will open in the Message Preview screen. You can read your message from this screen.



Note: You can only receive email messages from other D2L users.

Please use your student.rosalindfranklin.edu email account to receive outside email.