




Educational Technology Student Orientation to D2L

Composing an Email Message

Step 1

From the main Email Screen:

- A. SELECT the **Compose** icon () from the top toolbar.
- B. The Compose New Message screen opens. To add recipients, select the Address Book icon in the upper left corner.


The screenshot shows the 'Compose New Message' window. The 'Address Book' icon is highlighted with a red box. The window contains the following elements:

- Title Bar:** Compose New Message
- Address Book:** A red box highlights the 'Address Book' icon in the top left corner.
- Recipient Fields:** To: [text box], Cc: [text box], Bcc: [text box], Subject: [text box]
- Priority:** Normal (dropdown menu)
- Format:** In HTML
- Message Body:** A large text area with a vertical scrollbar.
- Attachments:** A section with a text box containing '1.', a 'Browse...' button, and a 'Remove' link.
- Buttons:** 'Add' button below the attachments section, and 'Cancel', 'Save as Draft', and 'Send' buttons in the bottom bar.

Step 2

The Address Book opens



(Note: If you do not have the checkboxes next to the names in the address book, you need to go back to the main mail screen and **SELECT** the Settings icon () from the email toolbar and check next to “show internal email addresses in the Address Book” in order to select address.

- B. **SELECT** the checkbox to the left of the name of the recipient you wish to email.
- C. **Select** the designation (To, Cc, Bcc) to add the recipient to the email. Notice the selected recipients will be added to the boxes at the top of the address book.

When you are done, **SELECT** the Add Recipients button in the bottom right corner of the Address Book screen.

Step 3

- A. You should now be back to the Compose New Message screen. The recipients you selected from the address book should appear in the To, Cc and/or Bcc boxes.
- B. **ENTER** a subject in the text box to the right of Subject.
- C. **ENTER** your message in the Message box.
- D. When you are done composing your message **SELECT** the Send button at the bottom left of the screen.

