

Desire2Learn's (D2L's) Email Configuration at UNB

External email: Refers to messages sent to or received from an email address that exists outside of D2L.

Internal email: Refers to messages that are sent between mail accounts inside D2L. The sender and receiver both have unique D2L email addresses.

Course email is UNB's configuration:

Course email provides users with an email account that they can use to send and receive emails from other users in D2L. Users cannot send emails to or receive emails from external email accounts. D2L automatically populates a student's address book with contacts from the courses they are enrolled in.

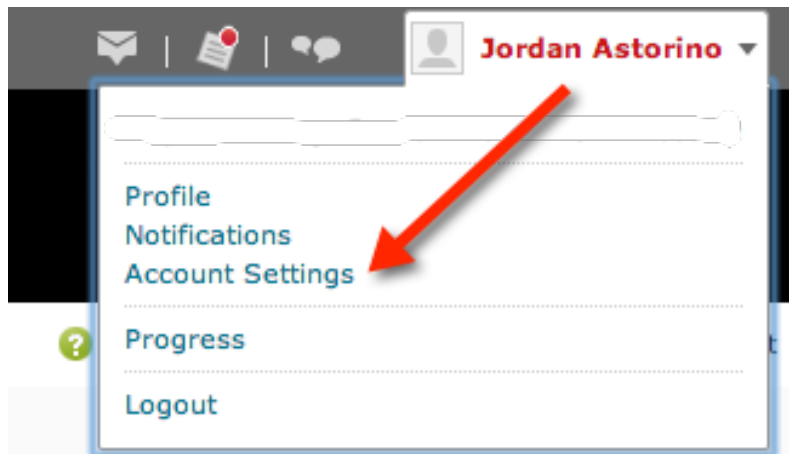
Users are encouraged to change their email settings through the Email tool

They can specify an external email address in the "Forwarding Options" field for sent emails so users can maintain a history of their messages externally.

Please note: you cannot reply to these D2L emails from your external email, you must reply to them from within D2L.

To do this:

1. Login to D2L and on the right of the MyHome menu bar click on your name.



2. Click on Account Settings and then click on the Email tab.


Account Settings

Account Settings Discussions **Email**

Email Options

- Track activity for messages sent to internal email addresses
- Include original message in email replies
- Save a copy of each outgoing message to the Sent Mail folder

Email Signature



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
- Allow filtering messages and contacts on group enrollment

Forwarding Options

- Forward incoming messages to an alternate email account

Email Address

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

Save and Close Save Cancel

Step 3:
Type in an external email address. (e.g. astorino@unb.ca)
If an instructor or a student sends you an email from within a D2L course, you will also get a copy of it as this address. It is important to note that you will need to log back into D2L to reply to this email.

Save your changes.