



Setting D2L Email to Forward to an External Email – D2L Tutorial

This tutorial is designed for faculty who have experience using D2L. For further information or assistance, go to our [Team Dynamix Support portal](#) and click the appropriate Category to submit a ticket.

Scenario

This tutorial will cover the steps involved when you wish have emails coming into the D2L Email tool forwarded to an external email account, for example, to your Camosun email address.

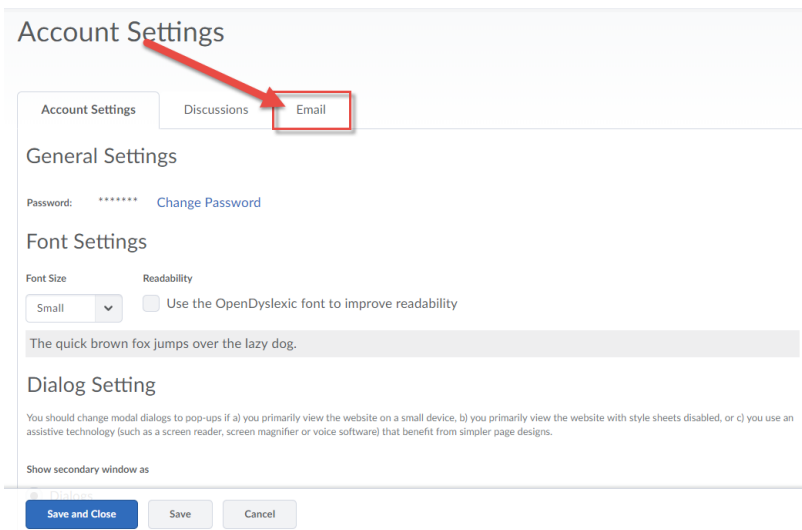
Steps

1. After you log on to D2L, click on your name at the top right, and select **Account Settings**.

The screenshot shows the D2L user interface. At the top, there is a navigation bar with the Camosun logo, the course name "2017 Course", and several icons including a grid, an envelope, a speech bubble, a bell, and a gear. Below the navigation bar, there are links for "Course Home", "My Tools", and "Edit Course". The main content area features a "News" section with a "Welcome to the Daylight Experience!" announcement. A red box highlights the user profile menu in the top right corner, which includes options for "View as Student", "Profile", "Notifications", "Account Settings", and "Log Out". A red arrow points to the "Account Settings" option. Below the menu is a small image of purple flowers and a paragraph of text about Camosun College campuses. At the bottom right, there is a "Bookmarks" section with a "My Bookmarks" link.

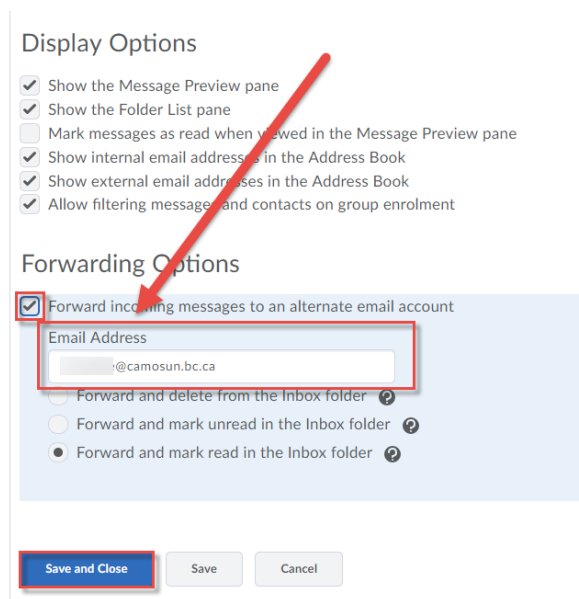


2. In the Account Settings area, click the **Email** tab.



The screenshot shows the 'Account Settings' page. At the top, there are three tabs: 'Account Settings', 'Discussions', and 'Email'. The 'Email' tab is highlighted with a red box and a red arrow pointing to it. Below the tabs, there are sections for 'General Settings' (with a password field and a 'Change Password' link), 'Font Settings' (with a font size dropdown set to 'Small' and a checkbox for 'Use the OpenDyslexic font to improve readability'), and 'Dialog Setting' (with a 'Show secondary window as' dropdown). At the bottom, there are three buttons: 'Save and Close', 'Save', and 'Cancel'.

3. Scroll to the bottom of the page. Under **Forwarding Options**, select **Forward incoming messages to an alternate email account**. Make sure the **Email Address** is the one you want your D2L emails forwarded to. Click **Save and Close**. Any email you receive in any of your D2L courses will now be forwarded to the email address you chose.



The screenshot shows the 'Forwarding Options' section of the Account Settings page. A red arrow points to the checkbox labeled 'Forward incoming messages to an alternate email account', which is checked. Below this checkbox is a text input field for 'Email Address' containing '@camosun.bc.ca'. There are three radio button options below the input field: 'Forward and delete from the Inbox folder', 'Forward and mark unread in the Inbox folder', and 'Forward and mark read in the Inbox folder'. At the bottom, there are three buttons: 'Save and Close', 'Save', and 'Cancel'.

Things to Remember

When you reply to a forwarded email, it will automatically go back into D2L – you don't have to go into D2L to reply to a forwarded email message.

Note: If you want to have D2L email forwarded to a cloud-based email address (for example, Gmail or Yahoo mail) you will need to inform your student as this could potentially violate B.C. Freedom of Information and Privacy Legislation. For more information, please contact an eLearning Instructional Designer.



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