



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

This tutorial is designed for students using D2L for their courses. 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.

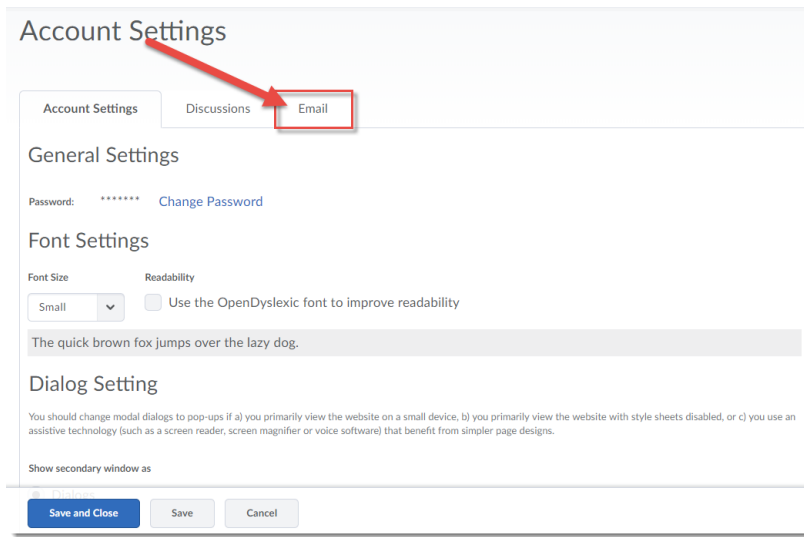
Steps

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 utility icons including a grid, an envelope, a chat bubble, a bell, a profile picture, 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 post titled 'Welcome to the Daylight Experience!' dated Mar 21, 2014. A red box highlights a user profile dropdown menu in the top right corner, which contains the following options: Profile, Notifications, Account Settings (highlighted with a red arrow), and Log Out. Below the news section, there is a 'Show All News Items' link and a section titled 'Bookmarks' with a 'My Bookmarks' link.

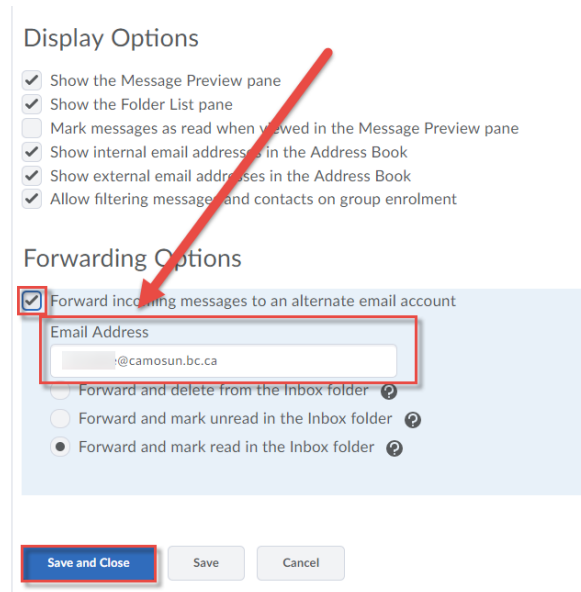


2. In the Account Settings area, click the **Email** tab.



The screenshot shows the 'Account Settings' interface. 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 points to it from the left. Below the tabs, the 'General Settings' section includes a 'Password' field with a masked password and a 'Change Password' link. The 'Font Settings' section has a 'Font Size' dropdown set to 'Small' and a 'Readability' section with a checkbox for 'Use the OpenDyslexic font to improve readability'. Below this is a text preview: 'The quick brown fox jumps over the lazy dog.' The 'Dialog Setting' section contains a paragraph of explanatory text and 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 from the 'Email' tab in the previous screenshot to the 'Forwarding Options' section. The 'Forwarding Options' section has a blue background and contains a 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 the text '@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'. The 'Forward and mark read in the Inbox folder' option is selected. 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.



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