



Using the Message Tool – 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 to communicate with fellow students from within D2L.

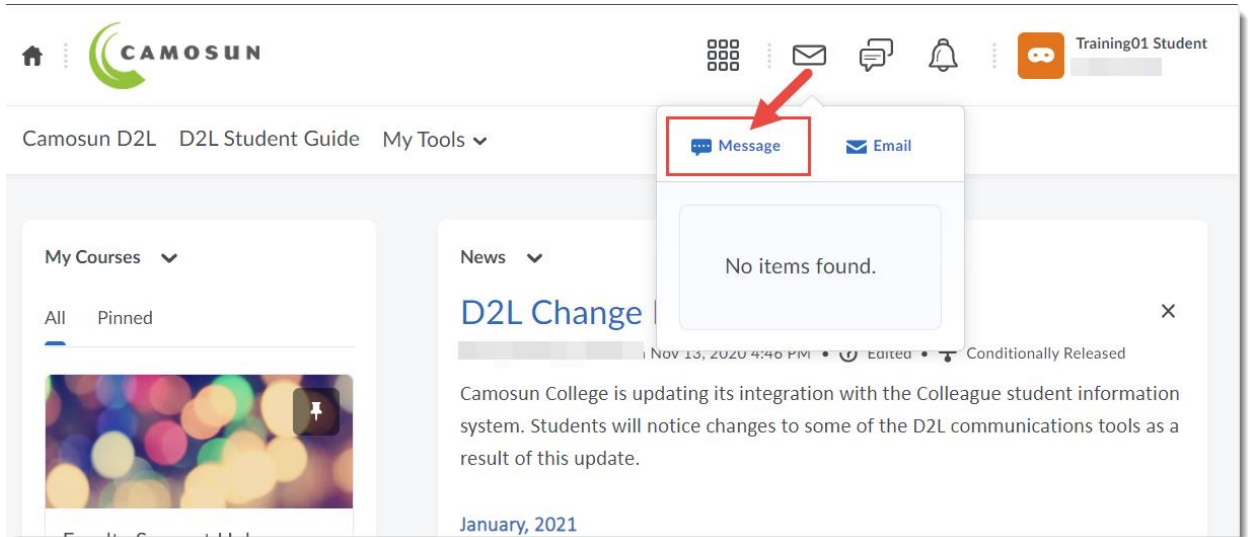
Steps

1. After you log on to D2L, click on the envelope icon (**Message alerts**) on the right side of the navigation bar.

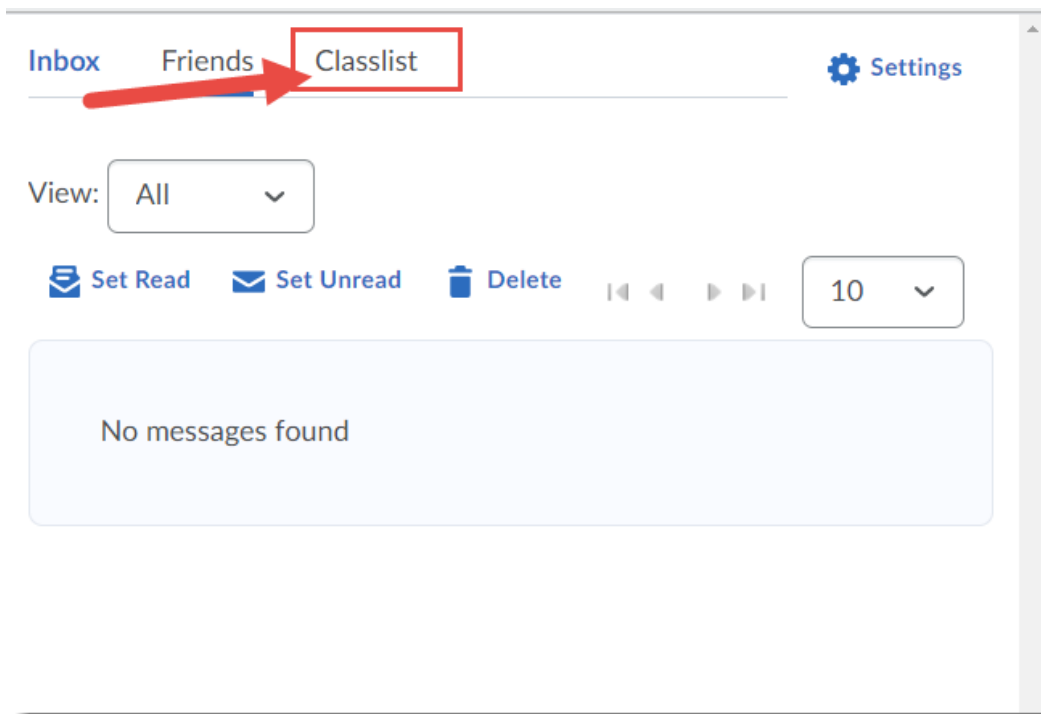
The screenshot shows the D2L user interface. At the top left is the Camosun logo. The navigation bar contains several icons: a home icon, a grid icon, an envelope icon (highlighted with a red box and a red arrow), a chat icon, a bell icon, and a user profile icon labeled 'Training01 Student'. Below the navigation bar are links for 'Camosun D2L', 'D2L Student Guide', and 'My Tools'. The main content area is divided into two sections: 'My Courses' and 'News'. The 'News' section features a 'D2L Change Notice for Students' with the following text: 'Camosun College is updating its integration with the Colleague student information system. Students will notice changes to some of the D2L communications tools as a result of this update. January, 2021. Email: The D2L Email tool will be limited to student-instructor communications only. Students will no longer be able to communicate with each other through this tool. This change is to protect students' personal information.'



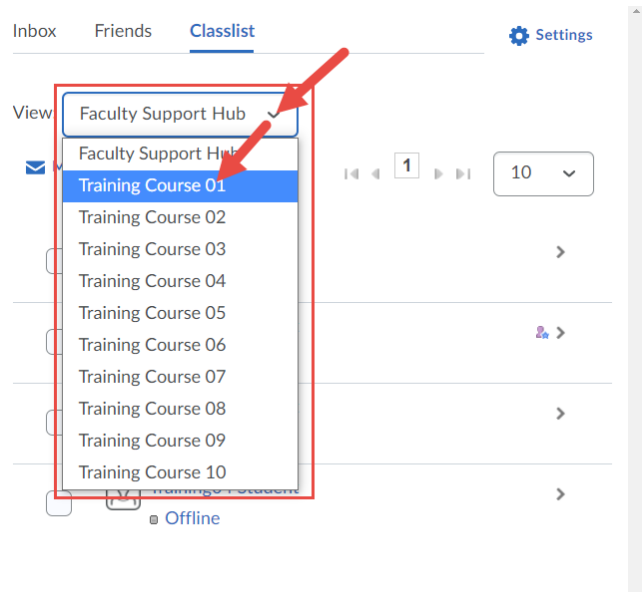
2. Click **Message**. A Message box will open. (Note – to send a message to your instructor, you would click **Email**).



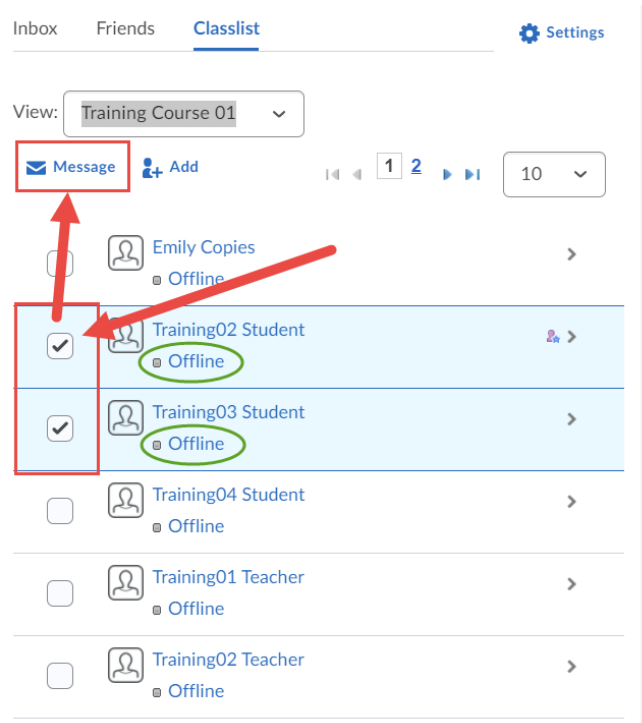
3. In the Message box, click the **Classlist** tab.



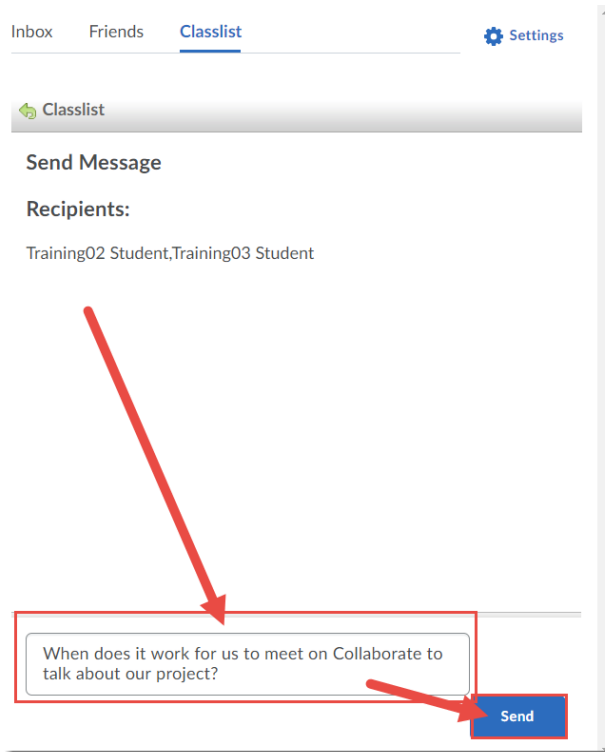
4. In the **View** drop-down menu, select the course with the student you want to send a message to. The classlist for that course will then appear.



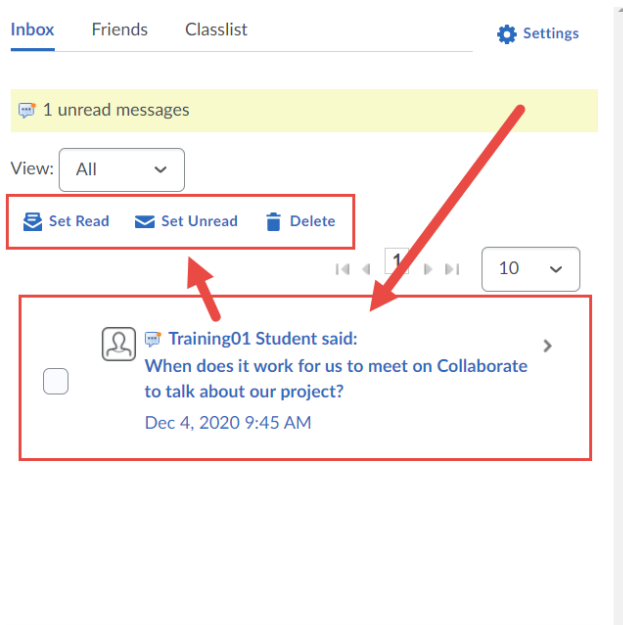
5. You will be able to tell if your fellow students are online or offline (meaning that they will not see your message until the log on). Select the student(s) with whom you want to communicate and click **Message**. (**Note:** you can also click **Add** if you want to “Friend” the student for future quick communication.)



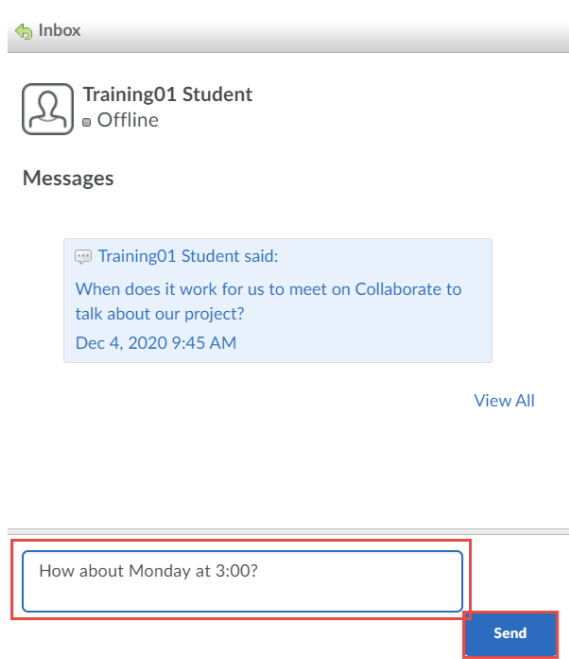
6. Type your message in the text box (at the bottom of the Message box) and then click **Send**.



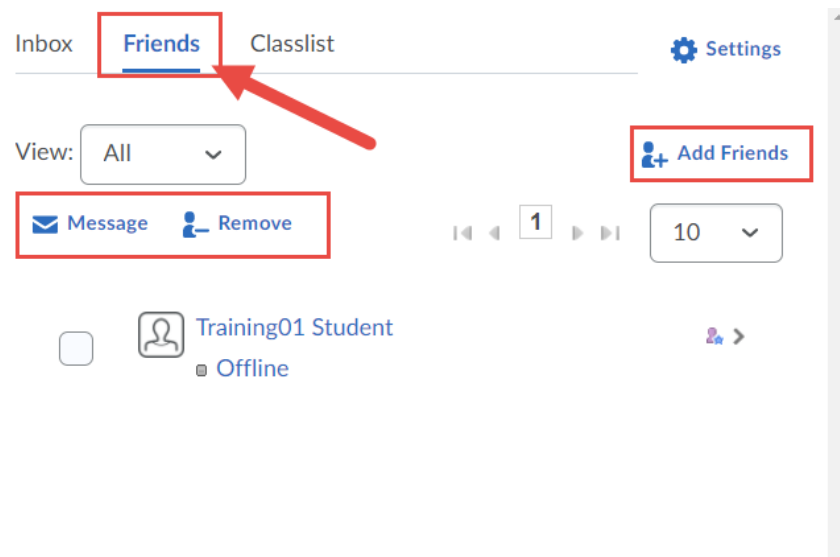
7. To retrieve messages, go to the **Message** tool (as outlined in Steps 1 and 2) and your messages will appear. Click on the message to read and respond. You can also choose to set your messages to **Read**, **Unread**, or **Delete** them.



8. You can reply to the message by adding your reply in the text box (at the bottom of the Message box) and then click **Send**.



9. You can manage your Friends by clicking the **Friends** tab within the Message tool. From here, you can **Add Friends**, **Remove** friends, or **Message** friends.



Things to Remember

Although you can send a Message to multiple students at once, you **cannot** reply to all at once.



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