

# My Home Layout

## Notifications & “Email” in D2L

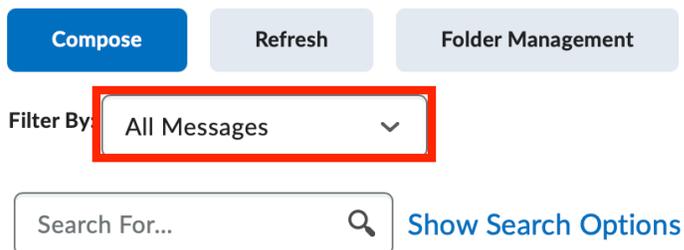
### Email

Brightspace email differs from normal email in that it stays in Brightspace. As an instructor all Brightspace email will be automatically forwarded to your CSU email account. Students do not have the email automatically forwarded.

To access the Brightspace email click the messages icon at the top of the page and Choose “Email”.

By default, the “Filter by” dropdown will only show the email from the course you are working in. If you are on the My Home page, it will automatically default to All Messages. If you are working in a class and access the email tool it will filter by that class. This is important to note when you see you have unread messages you may need to change the “Filter By” to include “All Messages”

### Inbox



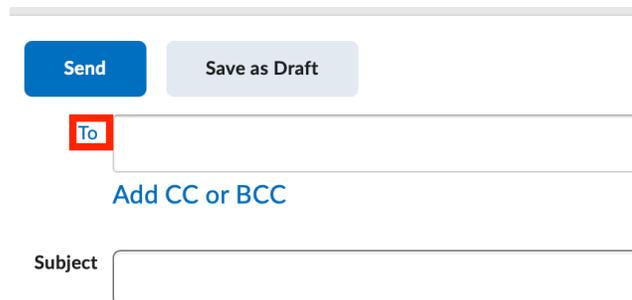
Compose Refresh Folder Management

Filter By: All Messages

Search For... Show Search Options

To write an email:

1. Click **Compose**
2. Click **“To”**



Send Save as Draft

To

Add CC or BCC

Subject

- 3.

4. **Search** for the person you would like to email
5. Check the box next to their name
6. Click Add Recipients
7. Add a Subject to the email
8. Type out the email message in the Body text box, and add any attachments needed.
9. Click Send

Note: Emails sent within Brightspace will have the user's [username@clayton.view.usg.edu](mailto:username@clayton.view.usg.edu). This will only work within Brightspace and if you try to send an email to that address outside of Brightspace using Outlook for example it will not go through.

You may also access the Email settings:

1. From any page in Brightspace click on the Mail icon at the top of the page
2. Choose Email
3. Click on Settings at the top right

## Notifications

You can adjust the notifications setting Brightspace will send to you. Mostly this is for student use to set up notifications for things when a new grade gets published or when something gets added to the course. However, it is important to know so you may be able to suggest to students what they should sign up for. The notifications will only go to the email. To access the settings:

From any page in Brightspace click on your name at the top right and Choose Notifications

If you or your students are using a smartphone and would like to receive notifications of course activity you can download the Pulse App. It's on both iOS and Android. You can learn more about it here: <https://www.d2l.com/brightspace/the-best-mobile-learning-experience/>

## Account Settings

To access Account Settings from any page in Brightspace click your name at the top right and choose Account Settings. From here you can adjust the font size for the course and other personalized settings. You may also access the personalized settings for Discussions and Email. Once you are done adjusting click Save and Close