

Filter and Search Email Messages

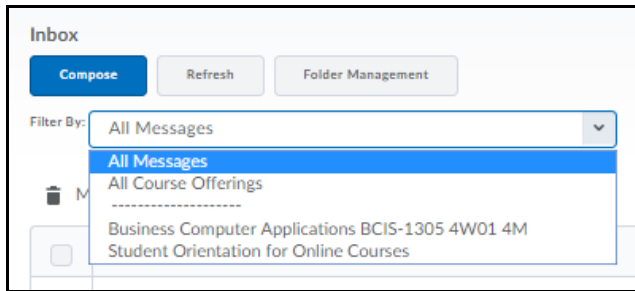
Last Modified on 04/21/2022 2:12 pm CDT

Email Overview

The Email tool allows you to receive and reply to email from within D2L. You can also organize received mail using folders and store email addresses using the Address Book.

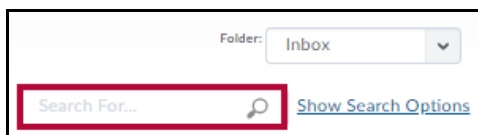
Filtering Email Messages

1. Click on "Filter By" drop-down menu to see a list of your current classes.
2. Select a class.

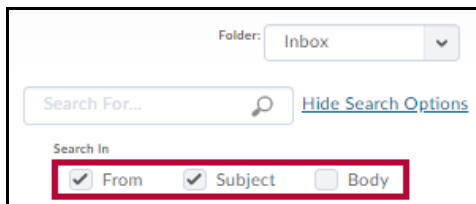


Searching Email Messages

1. Type the word you are searching for in the **Search For** field. Enter a word that is in the **Subject** or name that is in the **From** field of the message you are looking for.
2. Click the magnifying glass to initiate the search.



3. You may click on **Show Search Options** to select other fields to search. Click the magnifying glass to initiate each new search.



4. From the drop-down menu you may select Read or Unread emails. Click the magnifying glass to initiate each new search.

