## **Contact Your Instructor**

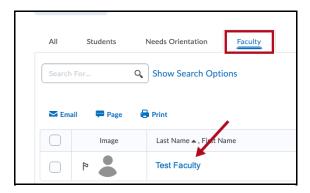
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You have two choices for contacting your instructor - in **D2L** or through the **Lone Star College email system**. You can try using one or both; once courses have started, your professors will generally tell you how they prefer to be contacted.

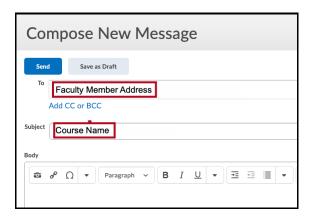
**NOTE**: D2L email will be retired at the **end of the Fall 2024 semester**. After that, your myLonestar email will serve as your primary email inbox under LSC.

## Contact the Instructor in D2L

- 1. Click on your course in the My Courses Widget (https://vlac.lonestar.edu/help/my-courses-widget).
- 2. Click on [Collaboration] and choose [Classlist].
- 3. Click on the [Faculty] tab, then click the faculty member's name.



4. A window will pop up in which you can compose your email. The professor's D2L email address will be in the **To** field, and the course name will be in the **Subject** field.



## Contact the Instructor Outside D2L

1. Use the <u>Contact Directory (https://services.lonestar.edu/contactdirectory/)</u> to locate your instructor's contact information.

2. Use your **my.lonestar.edu** email address to email your instructor's **lonestar.edu** email address.

**NOTE:** See <u>The Difference Between D2L Email and myLoneStar Email</u> (<a href="https://vlac.lonestar.edu/help/distinguish-between-emails">https://vlac.lonestar.edu/help/distinguish-between-emails</a>) for more information.