

Send a Copy of Outgoing D2L Emails to Your Student Email

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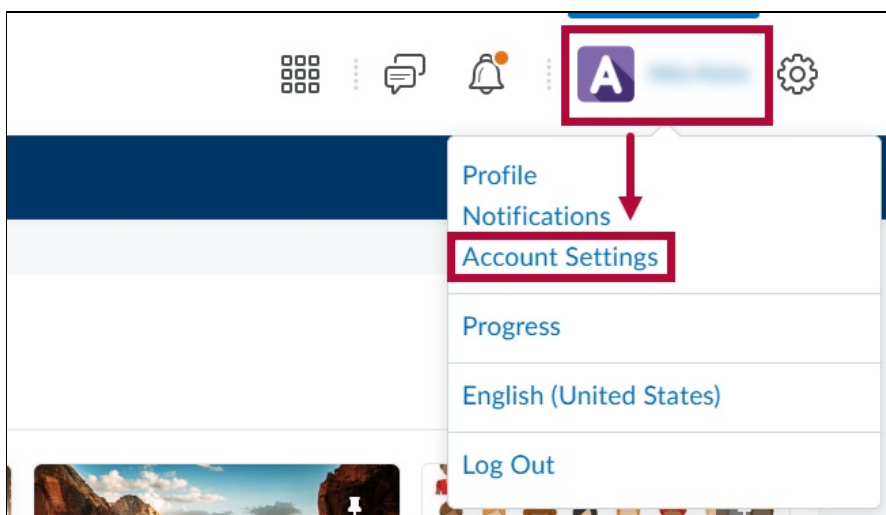
Students using **D2L Brightspace** can set up automatic forwarding of outgoing emails to their **LSC Student Email** inbox. This article outlines the steps to streamline email records, keeping all communications accessible in one central location.

NOTE: It is strongly recommended to regularly review your **Outlook Spam folder** to ensure important emails have not been mistakenly filtered.

Send a Copy of Outgoing D2L Emails to Your Outlook Inbox

Show Video Walkthrough

1. From the upper right corner of any D2L page, click on **[Your Account Name]** → **[Account Settings]**.



2. Click on **[Email]** → Enable **[Send a copy of each outgoing message to John.Doe@lonestar.edu]**. This should be your **LSC Student Email** address. Click **[Save and Close]** when finished.

Account Settings

Account Settings

Discussions

Email

Email Options

☒ Send a copy of each outgoing message to [redacted]@my.lonestar.edu

Email Signature

Paragraph



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