

# Send a Copy of Outgoing D2L Emails to Your Student Email

Last Modified on 04/07/2026 12:34 pm CDT

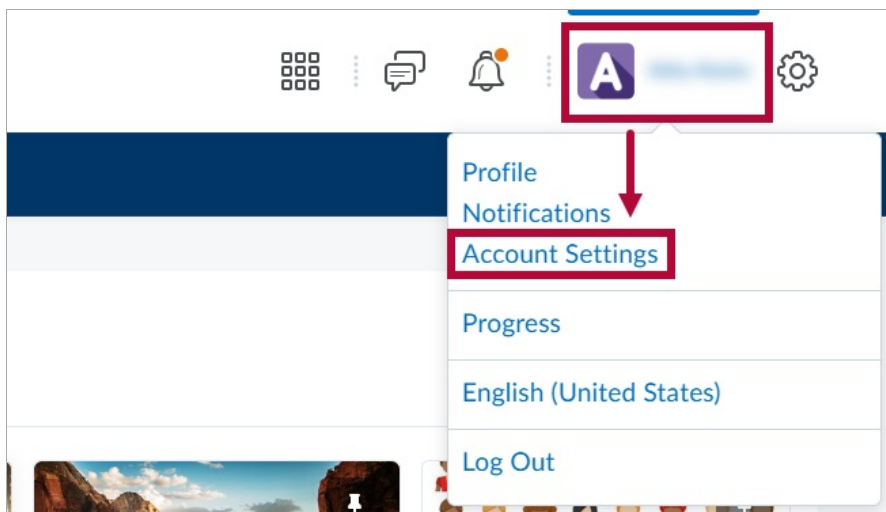
Students using **D2L Brightspace** can set up automatic forwarding of outgoing emails to their **LSC Student Email** inbox. This article outlines the steps to streamline email records, keeping all communications accessible in one central location.

**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 **B** *I* U ~~A~~ | | | | |