

# Forward D2L Internal Email to a Personal Email Address

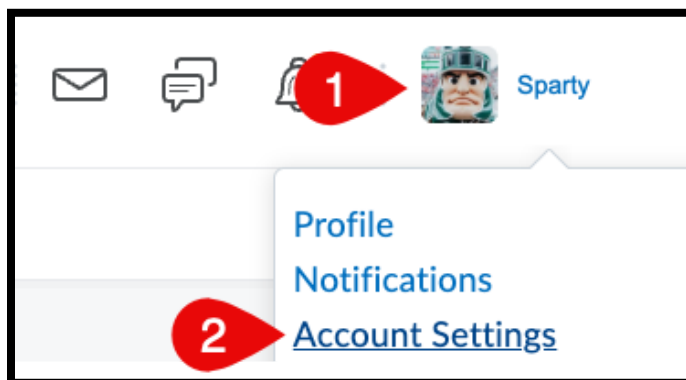
## Overview

D2L Brightspace at MSU allows messages received in its internal email tool to be forwarded to another email account. This guide explains how to turn on forwarding, choose what happens to the original D2L message, and verify the alternate email address.

## Forward Incoming D2L Email

1. In D2L Brightspace, click your name in the upper-right corner.
2. Select “Account Settings”.
3. Navigate to the Email tab.
4. Scroll down to Forwarding Options.
5. Check “Forward incoming messages to an alternate email account”.
6. Enter the personal email address where you want incoming D2L messages forwarded.
  - a. Verify the email address is receiving messages from D2L.
7. Choose what D2L should do with the original message
  - a. Forward and delete if you do not want to save a copy in your D2L mailbox.
  - b. Forward and mark read or unread if you want to save a copy.
8. Select “Save”.

## Screenshots of Steps



# Account Settings

Account Settings Discussions **Email**

## Forwarding Options

☒ Forward incoming messages to an alternate email account

Email Address

sparty@msu.edu (Not Verified - Click to Resend Verification Email)

☐ Forward and delete from the Inbox folder ?

☒ Forward and mark unread in the Inbox folder ?

☐ Forward and mark read in the Inbox folder ?

}

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Save and Close

Save

Cancel