Read Email in D2L
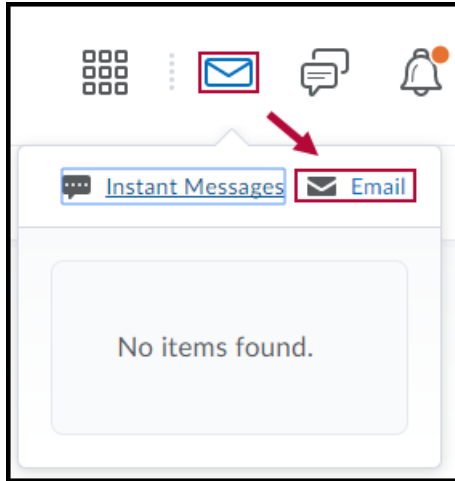
Last Modified on 05/23/2023 2:36 pm CDT

If you wish to Send email, see Send Email in D2L (https://vtac.lonestar.edu/help/send-email-d2l).
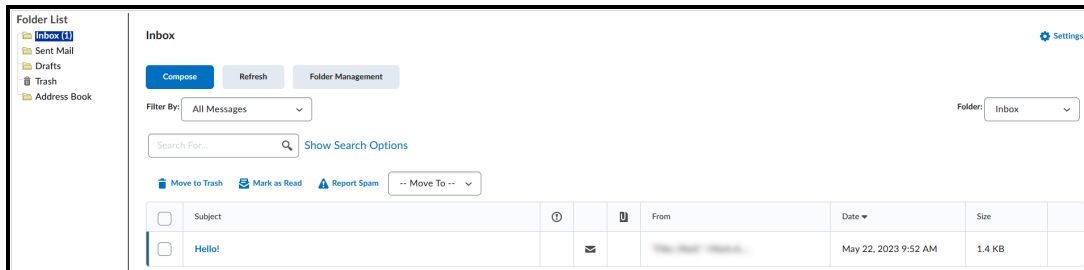
1. From the **Minibar**, click on the **[Messages]** icon.
2. Click **[Email]**.

> **NOTE:** A red dot next to the Messages icon indicates you have new email messages.
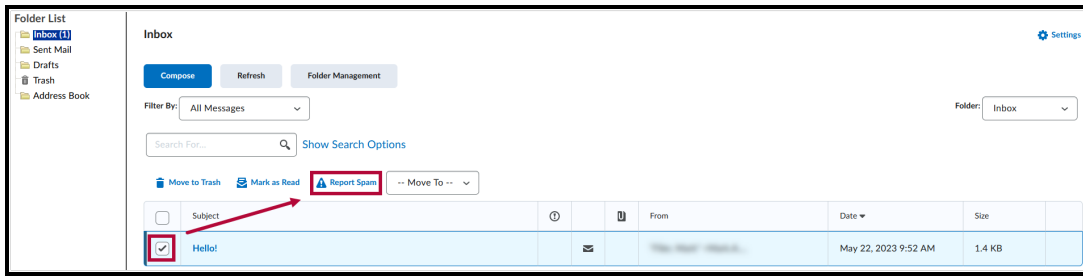
- OR -

3. From the **Navbar**, click **[Collaboration]**.
4. Select **[Email]**.
5. You will be taken to your **Email Inbox** where you can click on a message to read it or you can **compose** new messages.
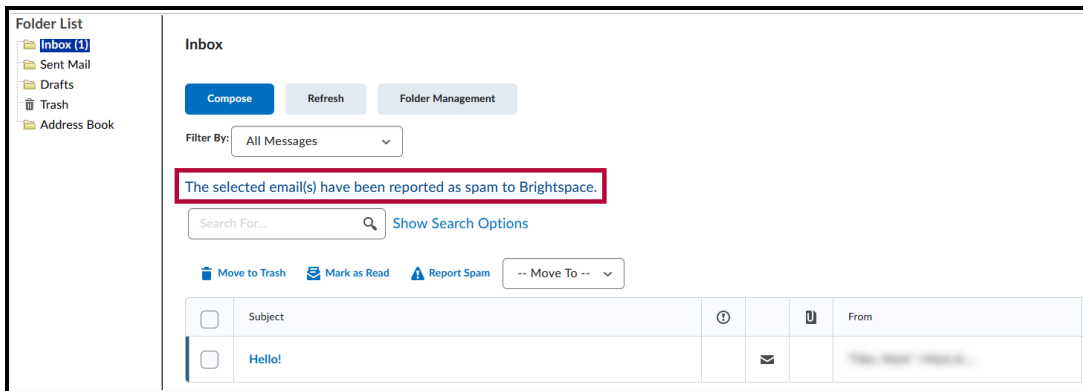

Report Spam in D2L

1. From your **Email Inbox**, click the **[Checkbox]** next to the message you would like to **Report**, then click **[Report Spam]**.

2. You will see a message saying **The selected email(s) have been reported as spam to Brightspace**, indicating that the spam report was successful.

NOTE: When reporting spam, the email remains in your Inbox, so consider deleting it. When you report a D2L email as spam, it generates a report sent to D2L. Actions taken by D2L are based on case-by-case evaluation, considering the volume of reports and the circumstance.