# Send Outgoing D2L Emails to Your Outlook Inbox

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Instructors using **D2L Brightspace** can set up automatic forwarding of outgoing emails to their **Microsoft Outlook** 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]**.
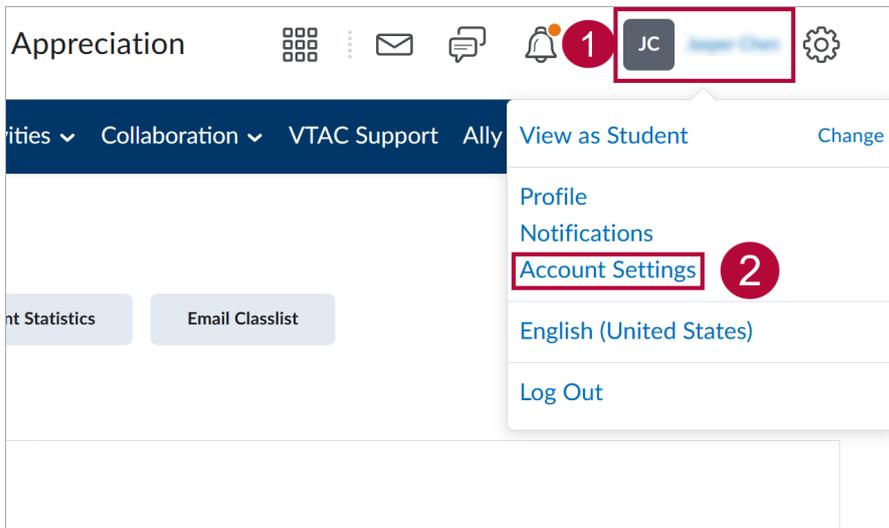


2. Click on **[Email]** → Enable **[Send a copy of each outgoing message to John.Doe@lonestar.edu]**. This should be your **LSC Employee Email** address. Click **[Save and Close]** when finished.

   **NOTE**: Leave the **"Reply to" Email Address** field blank.
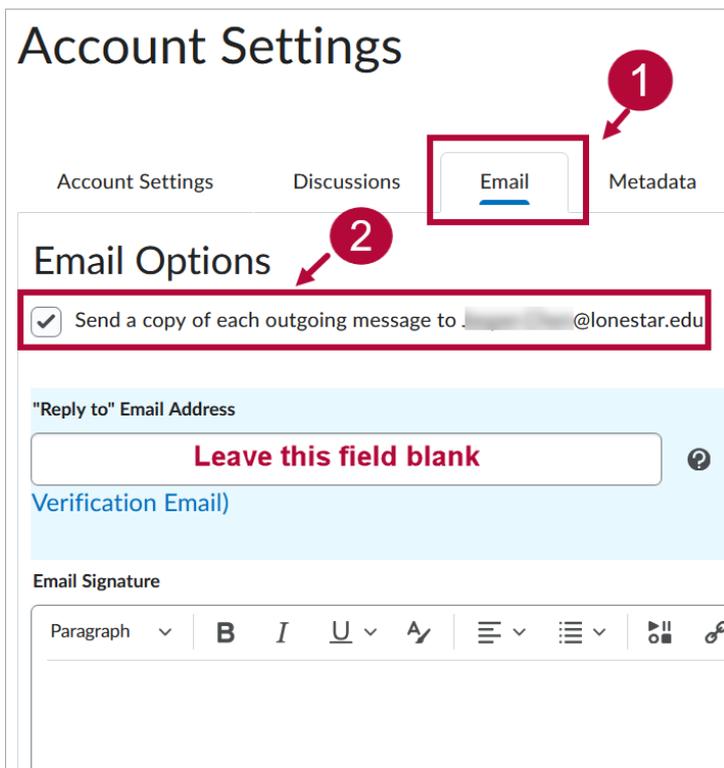
3. A validation email will be sent to your employee email address. In your employee email inbox, click the **[Confirm Email Address]** link included in the validation email.

4. Please refer to Microsoft 365 - Setup Rules in Outlook to Separate Student Emails (https://vtac.lonestar.edu/help/microsoft-365-setup-rules-in-outlook-to-seperate-student-emails) for instructions on how to create a rule to organize all emails forwarded through D2L.