

NS Online / D2L Email

The Email Tool

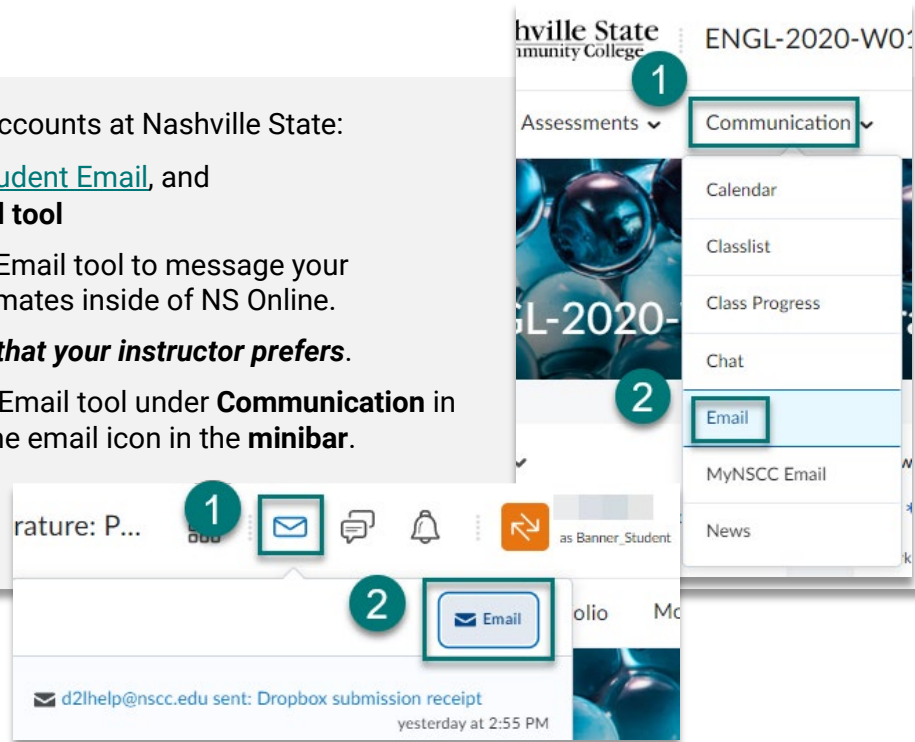
You have **two** email accounts at Nashville State:

- Your [NSCC Student Email](#), and
- The **D2L Email tool**

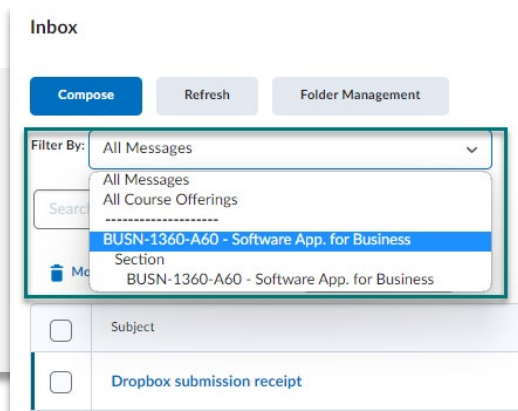
You can use the D2L Email tool to message your instructors and classmates inside of NS Online.

Please use the email that your instructor prefers.

You can find the D2L Email tool under **Communication** in the Navbar, or from the email icon in the **minibar**.



Check Your Inbox



From the **Inbox**, you can **Filter** email to show:

- **All Messages**, or
- Messages from specific courses.

To send a new message, click **Compose**.

Send an Email

The easiest way to send an **Email** is from the **Classlist**, accessed under **Communication** in the Navbar.

Check the box next to the person(s) you want to email and then select **Email**.

A window will open where you can compose and send your message.

