



Account Settings

Customize your account settings to reflect your personal preference. In **Account Settings**, you can choose preferences for how D2L appears for you. This is primarily for those using assistive technology, such as screen readers. This guide also covers adjusting settings for **Discussions** and **Email**.

Contents

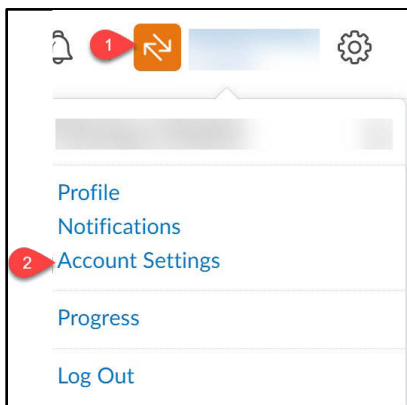
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Tutorial Video(s)

- [Edit Your Account Settings](#)

Access the Calendar

1. In the upper right corner of the screen, click your name. It will open a dropdown.
2. Select **Account Settings**.



3. In this first section you can set your preferred pronouns. You will first need to check the “Allow others to see my pronouns” box and then choose the “Use different pronouns” option. Now you can type in your pronouns.

Account Settings

Account Settings
Discussions
Email
Metadata

General Settings
System Email: None [Change Email](#)

Pronouns

When enabled, your pronouns appear in your profile card.



☒ Allow others to see my pronouns

☐ Use what my organization has on record: None
 ☒ Use different pronouns:

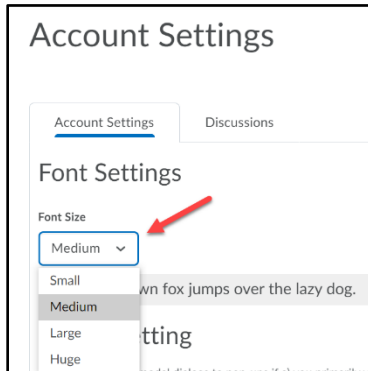
Common pronouns include She/Her, He/Him, They/Them

4. Pronouns will be displayed in your profile card for discussion board posts.

Week 1 Responses

Topic	Threads	Posts	Last Post
Speech #1 <div> Exemptions Includes assessment. Moderated. </div> Upload your narrative speech here. View and comment on at least 2 other speeches.	9	12 (12)	 Joshua Rosenbaum July 29 at 3:28 PM
Section discussion <div> Group/section restrictions. </div> Can you only see the members of your section?	2	2 (2)	<div>  <div> Joshua Rosenbaum Offline </div> <div> he/him </div> <div> User Progress </div> </div> <div> Send Email </div>

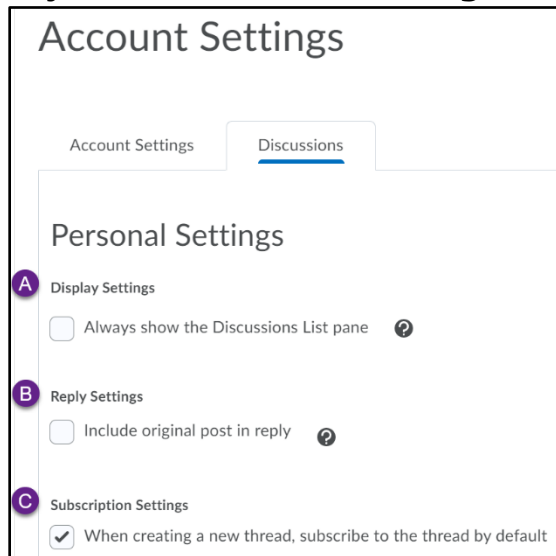
5. If not already selected, click on the **Account Settings** tab. Usually, changes must be made to accommodate assistive technologies, such as screen readers. Otherwise, settings should not be changed, as it can significantly impact how your courses and content display to you. However, a quick change to the font size may be useful for some learners.



6. Remember to click **Save and Close** to save changes.

Using the Discussions Tab

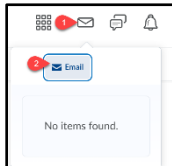
1. Click the **Discussions** tab.
2. Adjust the **Personal Settings** as you prefer.



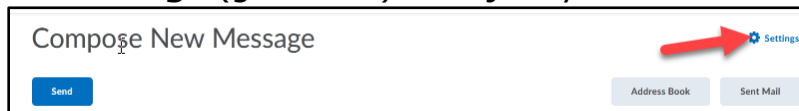
- a. In **Display Settings**, checkmark **Always show the Discussions list pane** to pin the Discussions list pane in the View Topic and View Thread pages.
 - b. In **Reply Settings**, checkmark **Include original post in reply** if you want the post to which you are replying quoted in your response.
 - c. In **Subscription Settings**, checkmark **When creating a new thread, subscribe to the thread by default** if you wish to receive notifications when others reply to that thread.
3. Remember to click **Save and Close** to save changes.

Using Manage Alerts and Email

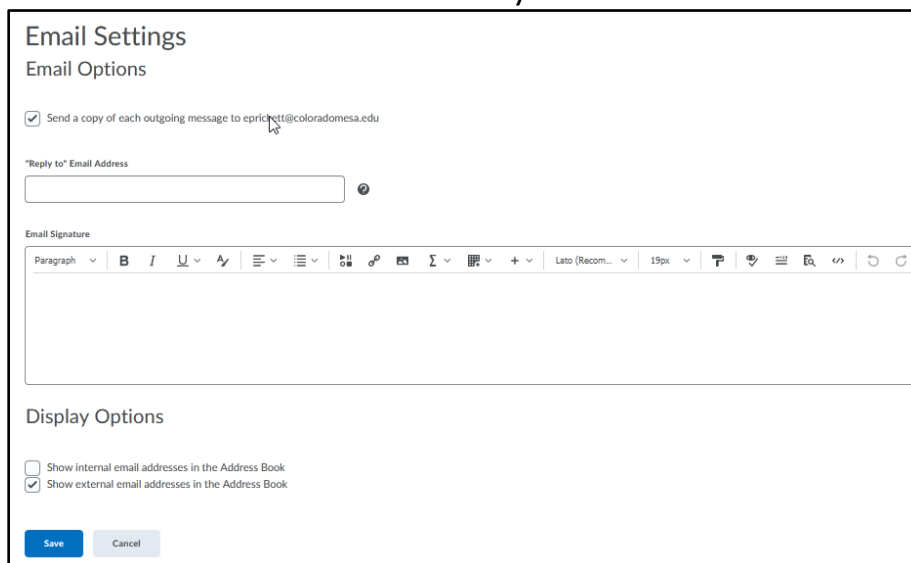
1. Click the **Manage Alerts** (envelope) icon.
2. Then, click **Email**. D2L interfaces with the campus email. Therefore, **no** Inbox or Sent Mail box exists in D2L. The only record you will have of sent messages is to send a copy to yourself.



3. Once you click on the email button, you will be in **Compose New Message**. Click on **Settings** (gear icon) to adjust your email settings.



4. **Save a copy of each outgoing message to the Sent Mail folder** does **not** need to be checked. We do **not** have a Sent Mail folder in D2L.
5. If you want to retain a copy of your messages, select **Copy external mail on all sent messages**.
6. Do **NOT** specify a different **Reply-To** email address. Using non-CMU email addresses is restricted.
7. If you would like to automatically include an Email Signature in your message, then add it to the **Email Signature** box.
8. Do **not** check boxes under **Display Options**. The system is set to display **CMU email addresses only**.
9. Remember to click **Save** when you are finished.

A screenshot of the 'Email Settings' form. The title 'Email Settings' is at the top. Below it is the section 'Email Options' with a checkbox labeled 'Send a copy of each outgoing message to epriett@coloradomesa.edu' which is checked. Below this is a text field labeled 'Reply to Email Address' with a placeholder and a gear icon. Below that is the 'Email Signature' section with a rich text editor toolbar and a large text area. At the bottom is the 'Display Options' section with two checkboxes: 'Show internal email addresses in the Address Book' (unchecked) and 'Show external email addresses in the Address Book' (checked). At the very bottom are 'Save' and 'Cancel' buttons.