



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

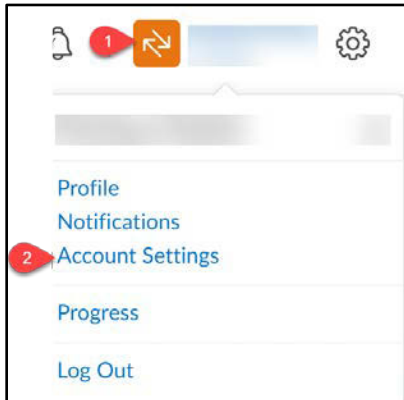
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Tutorial Videos

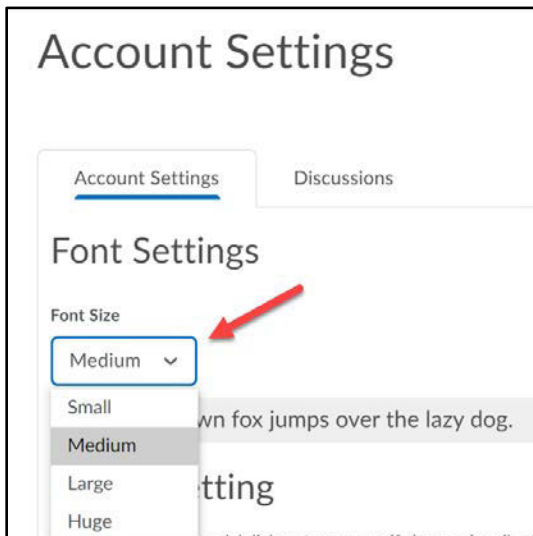
[Edit Your Account Settings](#)

Changing Account Settings

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



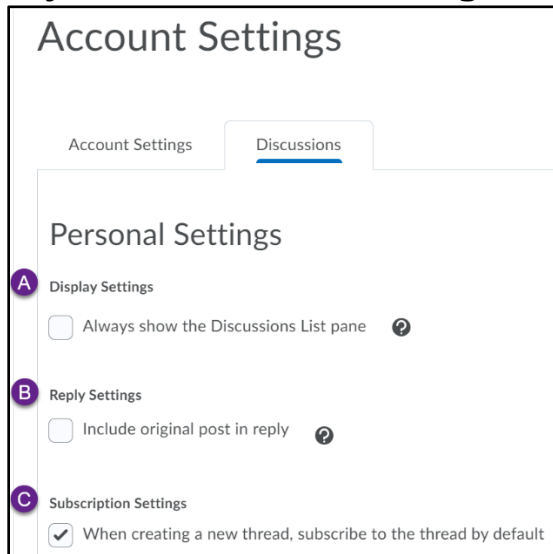
3. If not already selected, click on the **Account Settings** tab. Usually, changes must be made to accommodate assistive technologies, such as screen readers. Otherwise, settings should not be changed, as it can significantly impact how your courses and content display to you. However, a quick change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



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

Using the Discussions Tab

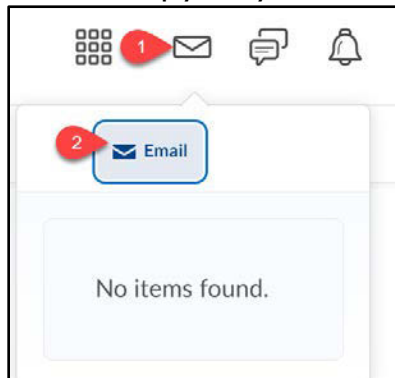
1. Click the **Discussions** tab.
2. Adjust the **Personal Settings** as you prefer.



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

Email Settings

Email Options

Save a copy of each outgoing message to the Sent Mail folder
 Send a copy of each outgoing message to eprickett@coloradomesa.edu

"Reply to" Email Address

Email Signature

Rich text editor toolbar with options: Paragraph, Bold, Italic, Underline, Bulleted List, Numbered List, Font Family, Font Size, Background Color, Text Color, Indent, Outdent, Undo, Redo, Cut, Copy, Paste.

Rich text editor icons: Bold, Italic, Underline, Bulleted List, Numbered List, Font Family, Font Size, Background Color, Text Color, Indent, Outdent, Undo, Redo, Cut, Copy, Paste.

Display Options

Show internal email addresses in the Address Book
 Show external email addresses in the Address Book