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.

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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. On rare occasions, changes need to be made to the Account Settings. 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.

Using the Discussions Tab

1. Click the Discussions tab. The “Personal Settings” options are:
2. Select “Always show the Discussions list pane” to pin the Discussions list pane in the View Topic and View Thread pages.

3. Select “Include original post in reply” if you want the post to which you are replying quoted in your response.
Using the Email Tab

1. Click the Email tab. 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.

2. “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.

3. If you want to retain a copy of your messages, select “Copy external mail on all sent messages.”

4. Do NOT specify a different “Reply-To” email address. Using non-CMU email addresses is restricted.

5. If you would like to automatically include an Email Signature in your message, then add it to the “Email Signature” box.

6. Do not check boxes under “Display Options.” The system is set to display CMU email addresses only.