

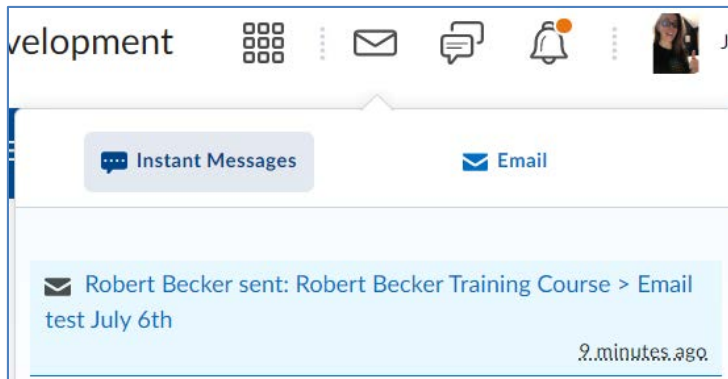
Receiving Email Notifications in Brightspace

Brightspace email is a self-contained system within the learning environment. This means that you can send and receive emails within Brightspace but you cannot send emails to nor receive emails from outside of Brightspace. If you have a forwarding address set up within Brightspace you can receive **email notifications** at an external address, but composing or replying to Brightspace emails must be done from within the learning environment.

1. You will receive a **Brightspace email notification** when you have a new email in your Brightspace email inbox. An orange dot will appear in the right hand corner of the envelope icon in your mini-bar



2. To open your **Brightspace email**, click the **Message Alerts** icon in the Mini-bar. You can either click on the **Email icon** to take you to the inbox **OR** click on the **Email link** in the drop-down to take you directly to the email message



If you have a forwarding email address set up within Brightspace, you will receive a notification that you have received a new email message in Brightspace. **DO NOT REPLY** to this notification. The response will not be sent to the intended recipient. Instead, log into Brightspace and review/respond to the email message.

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