Faculty D2L Email Changes
May 13, 2026 Workflow

Send Email = D2L Classlist / **Receive Email** = LCC Outlook

Start a New Email in D2L

- Start all emails from the **D2L Classlist.**
- Emails **automatically populate** the subject line with the **course title and CRN** for student identification.
- **Do not delete the course title and CRN from subject line.**

Find Emails in LCC Outlook

- Emails sent from the D2L Classlist go to username@star.lcc.edu.
- Access emails by logging into My LCC, and select **Outlook Web.**

Reply to Emails in LCC Outlook

- Emails sent from students need to be replied to from LCC Outlook.

Organize Emails in LCC Outlook (Optional)

- Within LCC Outlook, folders and rules can be created to organize emails from students.
- **To Create Folders-** Right-click on Inbox, select **Create new subfolder**, and then enter the name of the subfolder. (e.g. College Algebra - 80209).
- **To Set Up Rules-**
  - Select **Settings**, then select **Mail**, and then select **Rules**.
  - In the Rules menu, select **+ Add new rule.**
  - Enter a **name** for the rule (e.g. College Algebra – 80209 Email Rule).
  - From the *Add a condition* menu, select **Subject or body includes**.
  - Enter the **CRN** in *Enter words to look for.*
  - From the *Add an action* menu, select **Move to.**
  - From the *Select a folder* menu, select the **desired folder**. If the folder created does not appear, select *Move to a different folder...*
  - Select the check boxes for **Stop processing more rules**, and **Run rule now**.

Note: Rules will only work if emails meet the parameters set. For example, if a rule is set to filter by CRN, and a student does not include the CRN in the subject, the email will appear in the Inbox, and not the designated folder.

Update Email Contact Info

- Review D2L and course materials for email address **username@d2l.lcc.edu** and replace with **username@star.lcc.edu.**
- Examples- Concourse Syllabus, Course Information, Welcome Email, Welcome Announcement, Getting Started Information, and/or Signatures.