



Student D2L Email Changes

May 13, 2026 Workflow

Send Email = D2L Classlist

Receive Email = LCC Gmail

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 instructor identification.
- Do not delete the course title and CRN from subject line.**

Find Emails in LCC Gmail

- Emails sent from the D2L Classlist go to `username@mail.lcc.edu`.
- Access emails by logging into My LCC, and select **Student Email**.

Reply to Emails in LCC Gmail

- Open email messages within LCC Gmail.
- At the bottom of the message, select:
 - Reply**: Send a message to the original sender.
 - Reply all**: Send the message to the original sender and anyone in the "To:" and "Cc:" lines.
 - Forward**: Send the message to another recipient.
 - Enter a message.
 - Select **Send**.

Organize Emails in LCC Gmail (Optional)

- From your LCC Gmail account, select the **+ icon** located within *Labels* to **Create new label**.
- Enter the Course title** (e.g. Math Refresher – 11389) for the new label name, then select **Create**.
- In the **Search mail field**, select the **Show search options icon**.
- In the **Subject field**, enter the **CRN**, and then select **Create Filter**. *Note: The CRN is a unique, 5-digit number located in the course title in D2L.*
- Select the check box for **Apply the label**, then from the **Choose Label menu**, select the **Label you created for the course**, and then select **Create filter**.