New Brightspace Email – Spring 2020

As of December 2019, it is no longer possible to receive email messages in Brightspace. You can still compose and send messages, and your message will be sent from your Langara Office365 email address and sent to your recipient's Langara email address. Any correspondence from that point will take place within Langara's Outlook email system.

Sending a Message

1. In your course, go to My Tools > Classlist
2. Click the checkbox to the left of the name(s) of your desired recipient(s)
3. This will open a Compose New Message new window with all of your recipients added
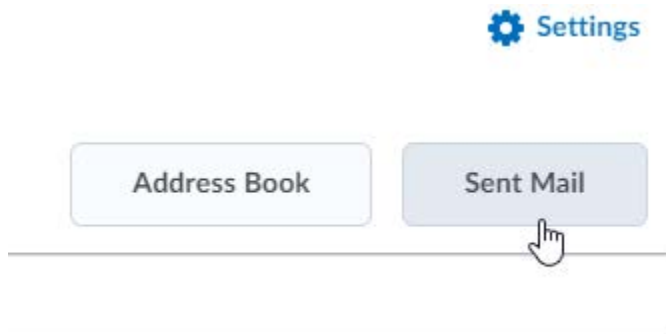4. Add a Subject, compose your email, and click Send

The message will be sent to your recipients' Langara email account. If they reply, it will come to your Langara Office365 email only.

Want to see email sent from Brightspace?

1. Click on the Email icon
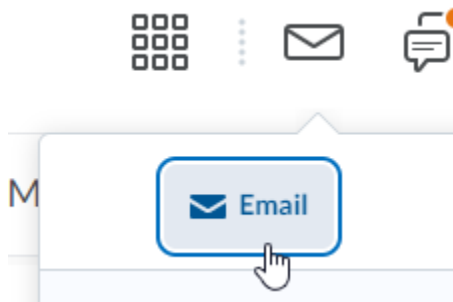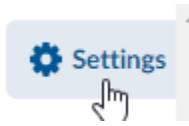

2. Click on the Sent Mail button

3. Click on a message to view it

New Brightspace Email Settings

Brightspace email settings have changed. To see your settings, click on the Email icon and click on Settings.

By default, all sent messages are saved in your Brightspace Sent folder. If you would also like a copy of sent messages sent to your Langara address, click the box next to "Send a copy of each outgoing message to username@domain.ca." This will allow you to forward messages you've already sent, for example if you send a message to someone and later need to send the same message to someone else.