

# Sending an Automatic Welcome Email in D2L

[This video shows the following steps.](#)

1. Go to **Course Admin**
2. Click **Intelligent Agents** (under Communication)
3. Click the **Settings** button in the upper right
4. Select **Set custom values for this course**
5. Enter the name you want the emails to appear to come from in the first box
6. Enter the email you want the emails to appear to come from in the second box
7. Click the **Save** button
8. Click the **New** button
9. **Name the agent** (This is only for you, I would suggest something like "Welcome Email")
10. Keep the **Agent is enabled** box checked
11. Scroll down to **Release Conditions**
12. Click the Create and Attach button
13. Choose the Condition Type of **Role in current org unit**
14. Under Role, choose **Student**
15. Click the **Create** button
16. **Skip** the Action Repetition area
17. Check the box under **Send an Email**
18. In the **To:** box enter **{InitiatingUser}**
19. Give the email a **subject** (I recommend something that contains the course number)  
***NOTE:** Ignore the information on replace strings that is found right under the Subject line, these break as soon as they go to a Washburn email address.*
20. Write your welcome message in the **Message** box
21. If you would like to add an attachment, add it in the **Attachments** area (under the Message box)
22. Under Scheduling, check the **Use Schedule** box
23. Click the **Update Schedule** button
24. Enter **1** in the **days** box
25. Check the **Has End Date** box
26. Enter the last date you would like a welcome message to go out to a newly enrolled student
27. Click the **Update** button
28. Click the **Save and Close** button