

Enabling Email Notifications

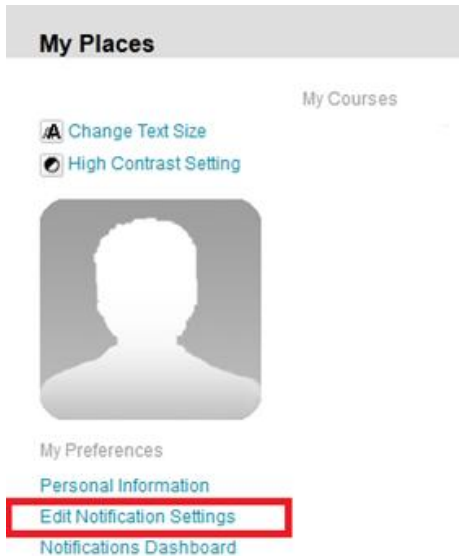
Daily Email Digest – Gives a summary of new messages posted by users daily.

In order to enable email notifications for unread blog postings, discussion messages, journal entries or Early Warning System Rule details, you will need to change the a setting to “**Daily Email Digest**”.

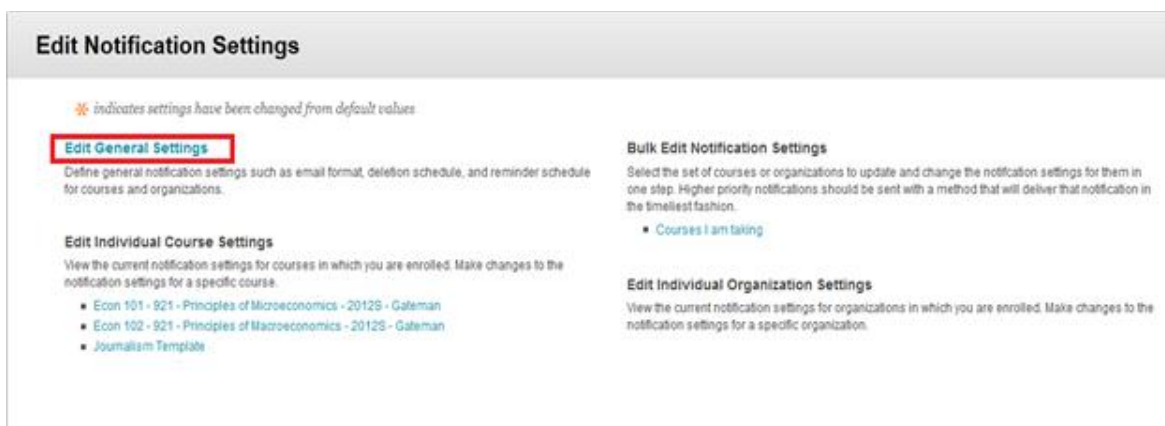
1. Find **My Places** at the top right hand corner of the screen.



2. Click on **Edit Notification Settings**.



3. Click on **Edit General Settings**



Learning Connect

4. Under **General Settings: Courses**, change the E-mail setting from **Individual Messages** to **Daily Email Digest**.

General Settings

Customize the email format, deletion and reminder schedules for courses and organizations in which you are enrolled.

** Indicates a required field.*

Cancel Submit

General Settings: Courses

Email Settings Individual Messages Daily Email Digest

** Remove notifications more than* *days old.*
Notifications can be retained in the system for up to 1,000 days. Enter a number between 1 and 1,000.

Send Due Date Reminders No Yes : Remind me *days before due date.*

All **Notification** types, by default, are turned on. These **notifications** are displayed in the **Notifications** Dashboard modules.

All e-mail **Notification** types, by default, are turned off. All e-mails will be sent out corresponding to that **Notification**. Though for the following items, e-mail **Notifications** can only be sent out if **Daily Digest** e-mail is selected:

- Early Warning System Rule details
- Unread discussion board messages
- Unread blog posts
- Unread journal entries

5. Click **Submit!**