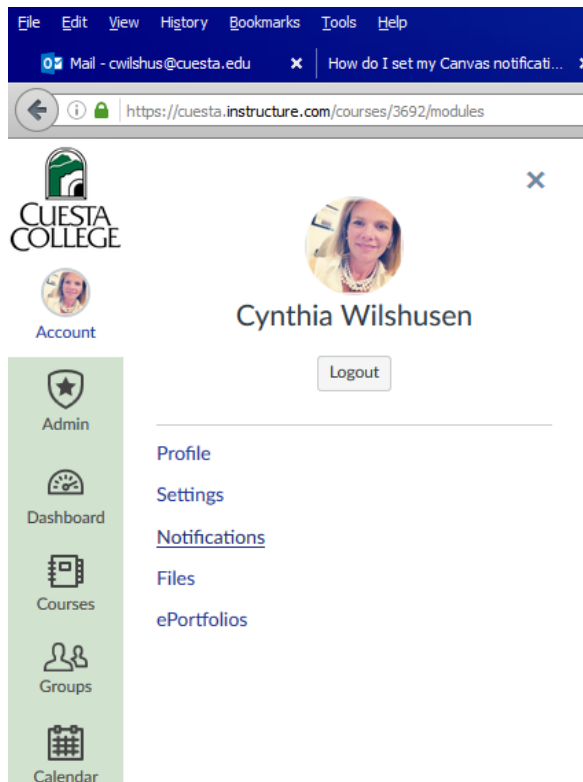


# Setting Notifications to receive important information from your instructor

## Open Notifications



Notifications are sent as one of four delivery types: notify me right away, daily summary, weekly summary, or don't send. If you change a setting, the change is made immediately to your account. Notification settings apply to all of your courses; you cannot change settings for individual courses.

You can reply directly to email notifications outside of Canvas and have the reply appear in Conversations. However, please be aware that attachments added as part of an external reply are not included with the message shown in the Canvas Inbox.

# Notification Preferences

✓ Notify me right away

🕒 Send daily summary

📅 Send weekly summary

✗ Do not send me anything

Course Activities	Email Address	Push Notification For All Devices
Announcement	✓ 🕒 📅 ✗	✓ ✗
Discussions		
Discussion	🕒 📅 ✗	✓ ✗
Discussion Post	🕒 📅 ✗	✓ ✗
Conversations		
Conversation Message	✓ 🕒 📅 ✗	✓ ✗
Scheduling		
Calendar	✓ 🕒 📅 ✗	✓ ✗

Each notification is set to a default preference. To change a notification for a contact method, locate the notification and click the icon for your preferred delivery type.

To receive a notification right away, click the **check mark** icon [1]. *These notifications are delayed by one hour in case an instructor makes additional changes, which prevents you from being spammed by multiple notifications in a short amount of time.*

To receive a daily notification, click the **clock** icon [2].

To receive a weekly notification, click the **calendar** icon [3]. The date and time of your weekly notifications are posted at the bottom of the notifications page.

If you do not want to receive a notification, click the **remove** icon [4].