

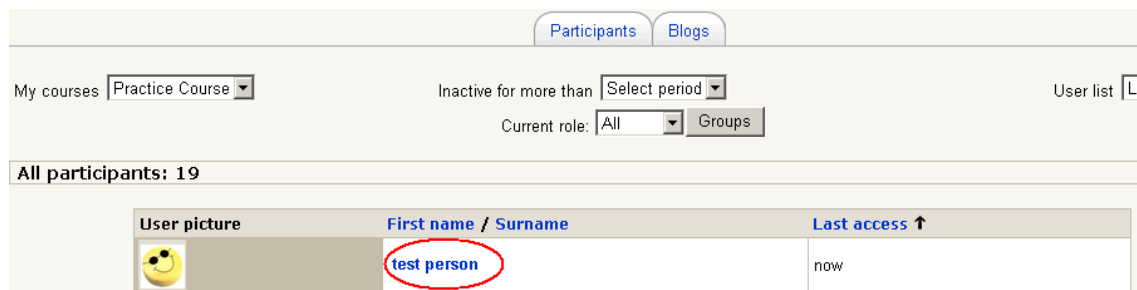
How to Change Email Settings:

Both instructors and students can follow these steps to change options to receive emails with forum posts:

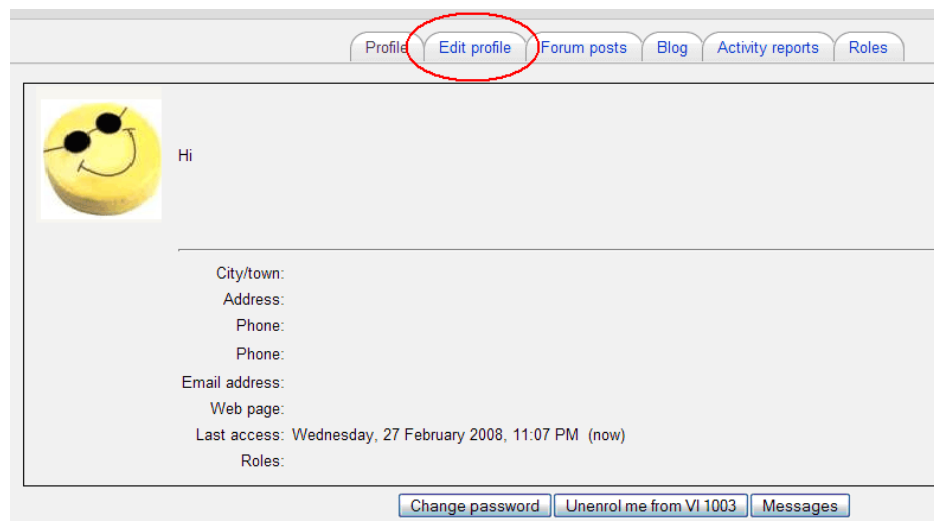
1. Click the “Participants” link that appears near the top left corner of the main Moodle course page.



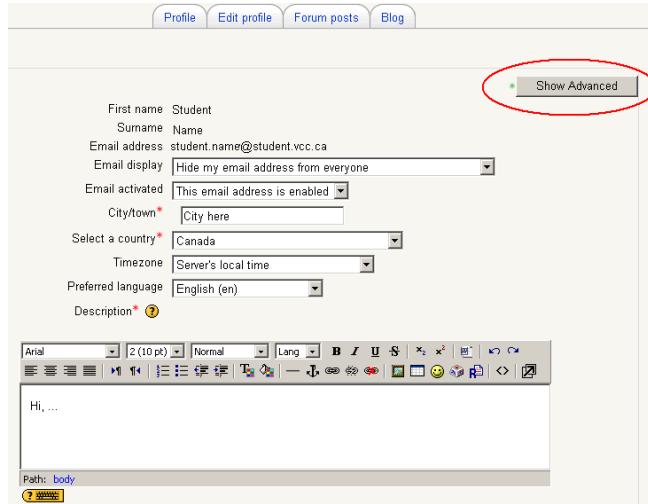
2. When the next screen appears, click your name to open your profile page.



3. The following screen will appear. Select the “Edit Profile” tab.

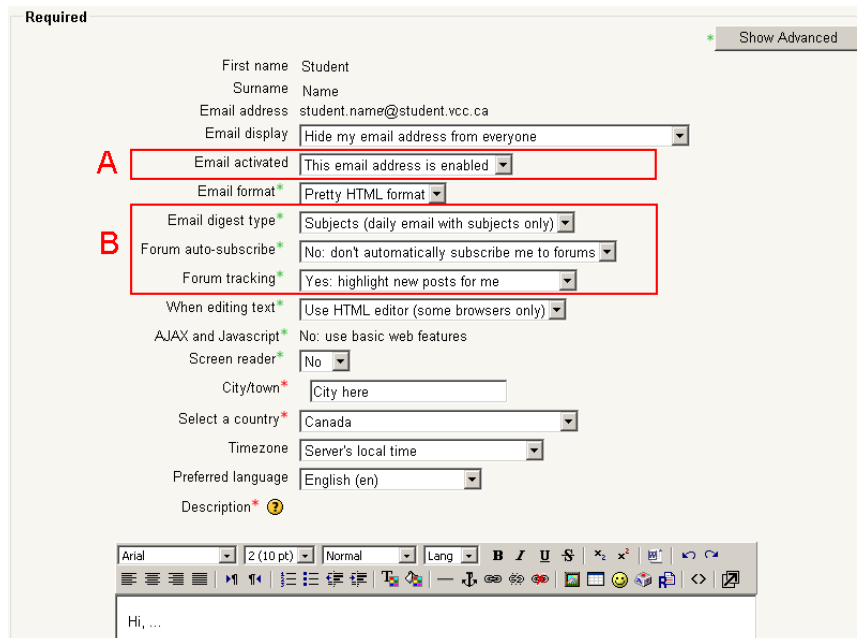


2. Select the “ShowAdvanced” button to find hidden fields that will allow you to control email functions.



3. The following screen will appear. In order for email options to work, the email address must be enabled (see box A in the image below). If you disable the email activation feature, you will not receive any emails. Please note: Emails will be sent to the email address indicated in the profile. If you are not planning to use this account on a regular basis, we recommend that you forward emails from this address, to a preferred email address.

Box B shows the three key fields you need to set in order to control forum post emails. The settings shown in this individual’s profile will allow them to receive one email containing the subjects of all forums, and track what posts they have read in Moodle.



How to Change Settings to Control Forum Post Emails

Use the following email settings to enable or disable forum post emails to your email address.

Email digest type*

- No digest (single email per forum post)
- Complete (daily email with full posts)
- Subjects (daily email with subjects only)

1. **No digest** - you will receive one email per post from your subscribed forum
2. **Complete** - you will receive one email at the end of the day, with all content of new posts
3. **Subjects** - you will receive one email only with topics and authors of new posts

Forum auto-subscribe*

- Yes: when I post, subscribe me to that forum
- No: don't automatically subscribe me to forums

1. **Yes** - You will automatically receive email copies of each message you post to forums. This is handy if you want to see who replied to your posts.
2. **No** – You will not receive email copies of messages you post to forums.

Forum tracking*

- No: don't keep track of posts I have seen
- Yes: highlight new posts for me

1. **No** – This will not highlight new postings.
2. **Yes** – This will highlight new postings within Moodle until you have read them.