



Canvas Notification Preferences

Canvas will notify a user when various events occur within a course. These notifications come by email and/or phone text messages based on your preferences.

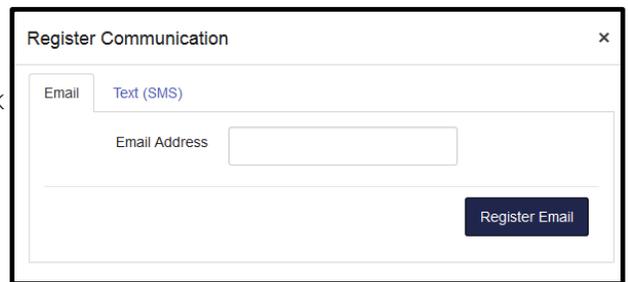
Adding Additional Contact Methods

Adding another email address

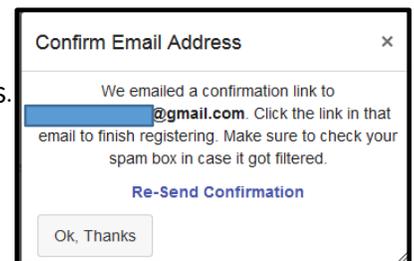
- Click **Account** in the global navigation pane.
- Click **Settings**.
- Under Ways to Contact, Email Addresses, click **+ Email Address**.



- Type the email address you want to add and click **Register Email**.



- In the Confirm Email Address box that appears, click **Ok, Thanks**.



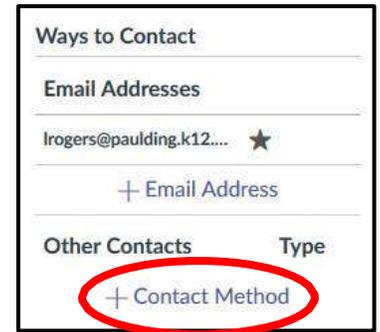
- Go to the new email account and click the link to register the address.

- If you need to delete an email address, select the address, click the delete icon and then click **Ok**.

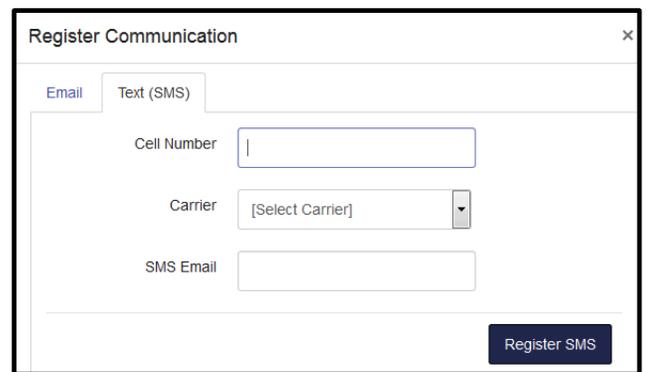


Adding a text (SMS) contact method (standard messaging rates may apply)

- Click **Account** at the bottom of the global navigation pane.
- Click **Settings**.
- Under Ways to Contact, Other Contacts, click **+ Contact Method**.



- Type the phone number you want to add in the **Cell Number** field.
- Select a carrier from the drop-down menu.
- The SMS Email: field automatically populates based on your provider.
- Click **Register SMS**.

A screenshot of the 'Register Communication' form. It has two tabs: 'Email' and 'Text (SMS)'. The 'Text (SMS)' tab is selected. There are three input fields: 'Cell Number' (empty), 'Carrier' (dropdown menu with '[Select Carrier]' selected), and 'SMS Email' (empty). A 'Register SMS' button is located at the bottom right.

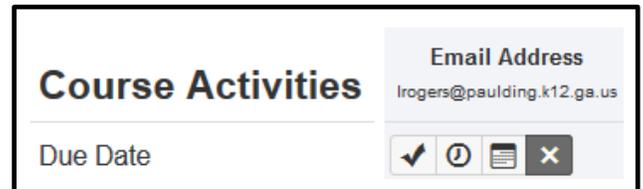
- You will receive an activation code in a text message on your cell phone.
- Enter the code in the Confirm SMS Number box.
- The number should show up in the Other Contacts list under Ways to Contact.

- To delete the contact method, select it, click the delete icon, and then click Ok.



Changing How Canvas Notifies You

- Click **Account** in the global navigation pane.
- Click **Notifications**.
- In the section you want to change, hover over the activity you want to change and select one of these options:
 - **Checkmark** – immediate notification of any change
 - **Clock** – daily notification of any change
 - **Calendar** – weekly notification of any change
 - **X** – no notification of any change



Notification preferences are global and automatically apply to all courses; they cannot be set individually for courses.