Step 1

Messaging is controlled by the settings in your profile page. Access to ‘Settings’ block, find ‘Edit profile’ in My profile settings.

Step 2

You can choose to see the entire content of the emails you received each day or just the subjects only, by setting the Email digest type.

If you don’t want to subscribe to forums automatically, click ‘No’ to Forum auto-subscribe.

Forum tracking will highlight what’s new for you.
Step 3

Click ‘Update profile’ when done editing.

Step 4

Another area for communication is via ‘Messaging’. 
Step 5

This screen controls the number of popups and email settings for various events (e.g. ‘Assignment notifications’ - receive an email when a student uploads an assignment)

It is recommended you stay with the default settings shown.

Step 6

Click ‘Update profile’ when done editing.