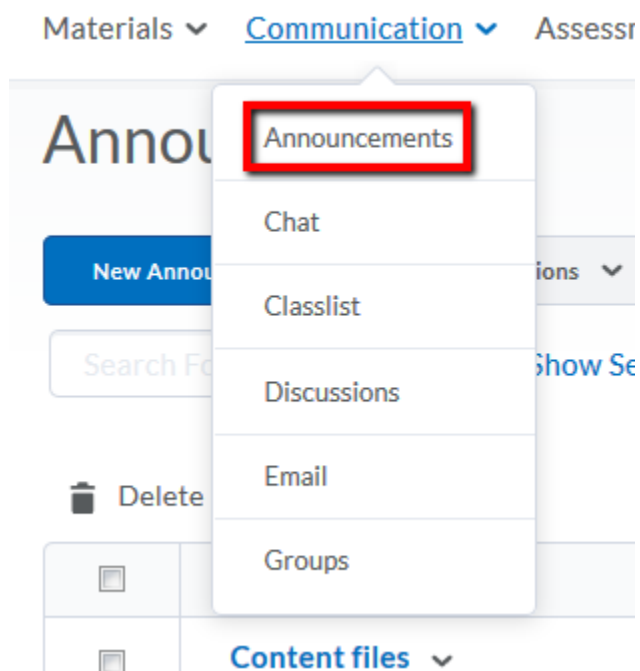


Topic: Announcements – Notifications

Update your notifications settings if you wish to receive an email or SMS when a message posts in the Announcements area on Course Home.

To receive notifications:

1. Open your course in D2L Brightspace.
2. Click **Communication** then **Announcements**.



3. Click **Notifications**.

Announcements

The screenshot shows the 'Announcements' interface. At the top left is a blue button labeled 'New Announcement'. To its right is a 'More Actions' dropdown menu. Below these is a search bar labeled 'Search For...'. A 'Delete' button with a trash icon is visible. The 'More Actions' dropdown menu is open, showing options: 'Reorder', 'RSS', 'Notifications' (highlighted with a red box), and 'Restore'. Below the menu is a table with columns for checkboxes, 'Title', and other details. One row is visible with the title 'Content files'.

4. **Email Address:** Verify the e-mail address where you wish to receive the notifications.

The screenshot shows the 'Contact Methods' section. It has a title 'Contact Methods' and a sub-section 'Email Address'. Below this, it says 'Send email notifications to: myemail@mnstate.edu' with a trash icon to the right. The email address 'myemail@mnstate.edu' is highlighted in yellow. Below this is a link 'Change your email settings'.

5. **How often:** Indicate the frequency that you wish to receive the notifications.

The screenshot shows the 'Summary of Activity' section. It has a title 'Summary of Activity' and a sub-section 'Email me a summary of activity for each of my courses.'. Below this are two sections: 'How often?' and 'At what time?'. Under 'How often?', there is a dropdown menu with 'Daily' selected. Under 'At what time?', there is a text input field with '6:00 AM' entered. Below these is the text 'Canada - Winnipeg'.

6. Select which events you wish to receive notifications (For both email and SMS).

Instant Notifications

Email	SMS
-------	-----

Announcements - announcement updated

<input type="checkbox"/>	<input type="checkbox"/>
--------------------------	--------------------------

Announcements - new announcement available

<input type="checkbox"/>	<input type="checkbox"/>
--------------------------	--------------------------

Assignments - submission folder due date or end date is 2 days away

<input type="checkbox"/>	<input type="checkbox"/>
--------------------------	--------------------------

7. Click **Save** to save your changes.

For More Information

Please contact the Office of Online and Extended Learning at support@mnstate.edu or 218.477.2603 if you have questions about this material.