

Set Up Email and Text Notifications in D2L

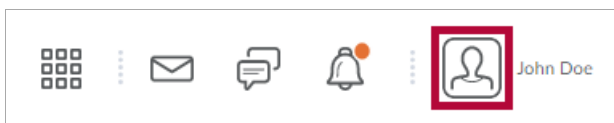
Last Modified on 09/26/2023 2:15 pm CDT

Notification settings are found in the personal menu. The personal menu contains links to your profile, notification options, account settings, and log out. You must set up a contact method on the Notifications page to receive instant notifications.

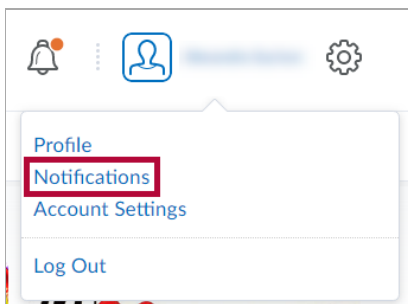
Show Video Walkthrough

Access the Notifications Tool

1. Click your name on the **Minibar** to open the **Personal Menu**.

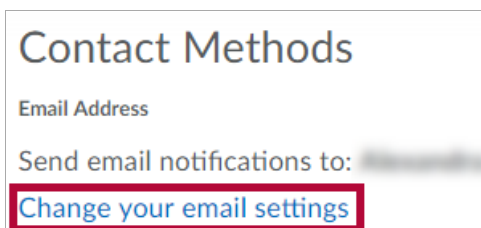


2. Click **[Notifications]** from your personal menu on the minibar.

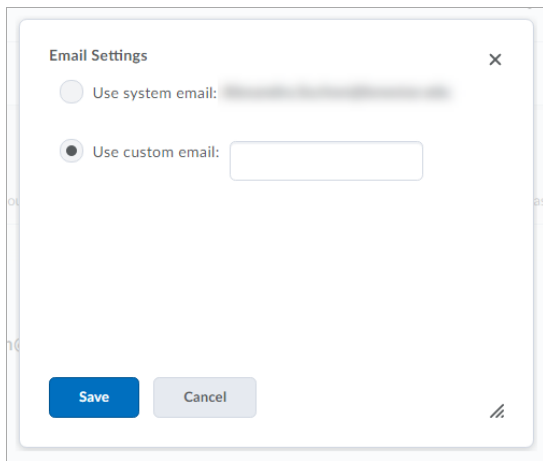


Change Your Email Setting

1. Click **[Change your email settings]** under **Contact Methods** on the **Notifications** page.



2. Select your **[Use system email]** to use your **LSC email**, or select **[Use custom email]** and enter your non-LSC email address in the text field.

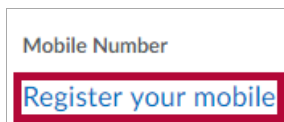
A dialog box titled "Email Settings" with a close button (X) in the top right corner. It contains two radio button options: "Use system email:" with a blurred email address, and "Use custom email:" with an empty text input field. At the bottom, there are two buttons: "Save" (blue) and "Cancel" (grey). A small icon is visible in the bottom right corner of the dialog.

3. Click **[Save]**.

4. After you receive a registration confirmation in your email, click the confirmation link in the email.

Register Your Mobile Phone

1. Click **[Register your mobile]** on the **Notifications** page.

A form element with the label "Mobile Number" above a button. The button text is "Register your mobile" and is highlighted with a red rectangular border.

2. Select your **Country**, your **Mobile Carrier**, and enter your **Mobile Number** in the form. Click **[Save]**.

Register Your Mobile ✕

Before you can receive text notifications, you must confirm your mobile device. Carrier charges might apply to text messages you receive. Check your phone/data plan.

Country *

-- Select A Country -- ▼

Mobile Carrier *

-- Select A Carrier -- ▼

Mobile Number *

Save **Cancel** ⌵

3. After you receive a registration confirmation code on your mobile device, enter it in the **Confirmation Code** field. Click **[Confirm]**.

Mobile Number ✕

A confirmation code was sent to your mobile device. Enter it in the field below.

Confirmation Code:

←

[Resend my confirmation code](#)

Confirm **Do this later** ⌵

NOTE: Currently, **T-Mobile**, **Sprint (PCS)**, and **Sprint (Nextel)** do **not** accept SMS messages from D2L, and so they will not receive the confirmation code, preventing them from being used with SMS notifications.

If your Mobile Carrier is not listed, it can be added by contacting VTAC, **but only if the carrier has an [Email-to-SMS Gateway](https://en.wikipedia.org/wiki/SMS_gateway#Email_clients)** (https://en.wikipedia.org/wiki/SMS_gateway#Email_clients)**available**. We recommend contacting your mobile carrier's customer service or support line to see if your carrier has one. To add a new

mobile carrier, please send an email to VTAC@lonestar.edu () containing your carrier's Email-to-SMS address format.

Subscribe to instant notifications

1. On the **Notifications** page, enable instant notifications for specific course activity and updates by doing either (or both) of the following:
2. Select the **SMS** check box to enable SMS (text) notifications.
3. Select the **Email** check box to enable email notifications. Click **[Save]**.

Instant Notifications	SMS	Email
Activity Feed - new comments from others on a post	<input type="checkbox"/>	<input type="checkbox"/>
Activity Feed - new posts created by others	<input type="checkbox"/>	<input type="checkbox"/>
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"/>
Content - content item created	<input type="checkbox"/>	<input type="checkbox"/>

Customize Notifications

1. On the **Notifications** page, select the checkbox next to the following options to receive notifications from non-current courses:
 - Allow past courses to send me notifications
 - Allow future courses to send me notifications
 - Allow inactive courses to send me notifications

Customize Notifications

Allow past courses to send me notifications

Allow future courses to send me notifications

Allow inactive courses to send me notifications

Exclude Some Courses

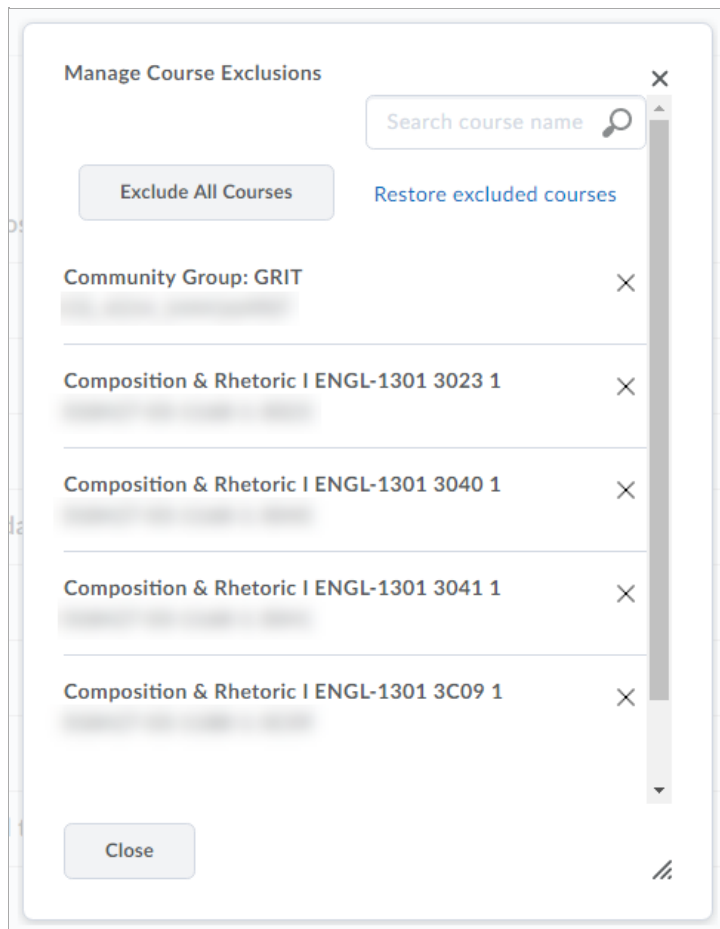
1. On the **Notifications** page, click the **[Manage my course exclusions]** link.

Exclude Some Courses

You currently have no courses excluded. [Manage my course exclusions](#)

2. Click the **[X]** next to the course(s) you want to stop receiving notifications from.

3. When finished, click **[Close]**.



NOTE: For a more detailed overview of excluding courses from Notifications, see [Exclude Select Courses From Notifications](https://vtac.lonestar.edu/help/exclude-select-courses-from-notifications) (<https://vtac.lonestar.edu/help/exclude-select-courses-from-notifications>).