

Set Up Email Notifications in D2L

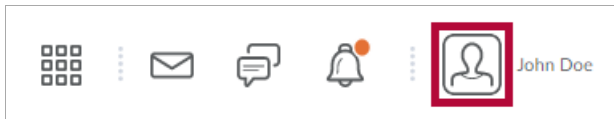
Last Modified on 09/13/2024 2:39 pm CDT

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 via email.

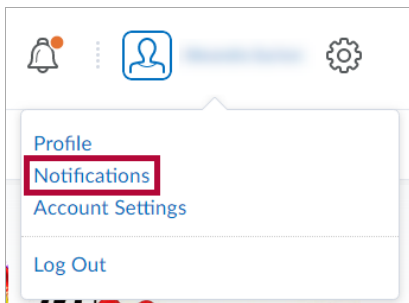
NOTE: The **Notifications Tool** sends email notifications. If you wish to receive push notifications on your mobile device, those are available via the [Brightspace Pulse App \(https://community.d2l.com/brightspace/kb/articles/1779-view-and-configure-push-notifications-in-brightspace-pulse\)](https://community.d2l.com/brightspace/kb/articles/1779-view-and-configure-push-notifications-in-brightspace-pulse).

Access the Notifications Tool

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

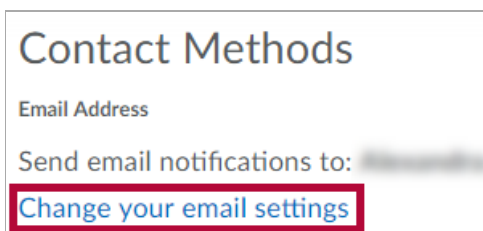


2. Click **[Notifications]** from your personal menu on the minibar.

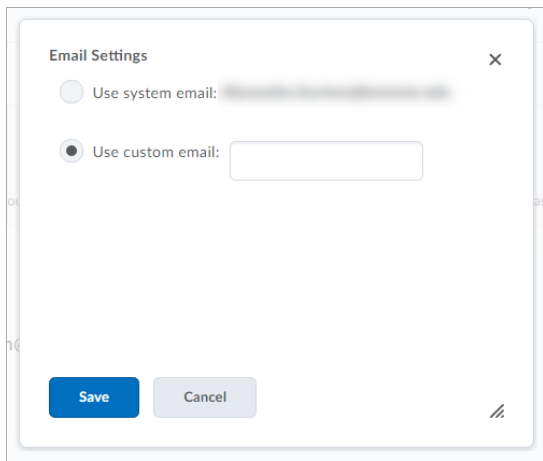


Change Your Email Setting

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.



3. Click **[Save]**.

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

Subscribe to instant notifications

1. On the **Notifications** page, enable instant notifications for specific course activity and updates by selecting the **Email** check box to enable email notifications. Click **[Save]**.

Instant Notifications	Email
Activity Feed - new comments from others on a post	<input type="checkbox"/>
Activity Feed - new posts created by others	<input type="checkbox"/>
Announcements - announcement updated	<input type="checkbox"/>
Announcements - new announcement available	<input type="checkbox"/>
Assignments - assignment feedback released	<input type="checkbox"/>
Assignments - assignment feedback updated	<input type="checkbox"/>
Assignments - assignment folder due date or end date is 2 days away	<input type="checkbox"/>
Assignments - publish all feedback completion	<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]**.

Manage Course Exclusions

Search course name

[Exclude All Courses](#) [Restore excluded courses](#)

Community Group: GRIT	X
Composition & Rhetoric I ENGL-1301 3023 1	X
Composition & Rhetoric I ENGL-1301 3040 1	X
Composition & Rhetoric I ENGL-1301 3041 1	X
Composition & Rhetoric I ENGL-1301 3C09 1	X

[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-](https://vtac.lonestar.edu/help/exclude-select-courses-)

[from-notifications](#)).