

Set Up Email Notifications in D2L

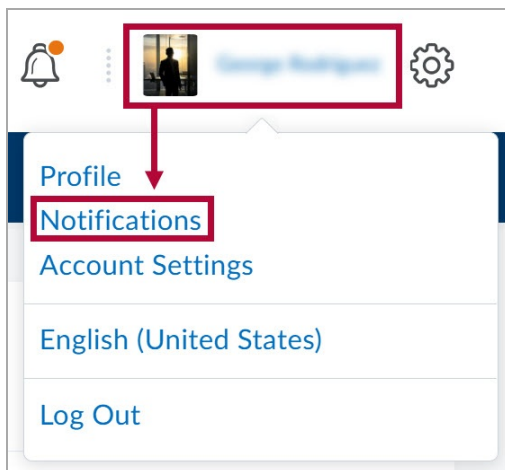
Last Modified on 04/28/2026 12:33 pm CDT

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/33749-view-and-configure-push-notifications-in-brightspace-pulse) (<https://community.d2l.com/brightspace/kb/articles/33749-view-and-configure-push-notifications-in-brightspace-pulse>).

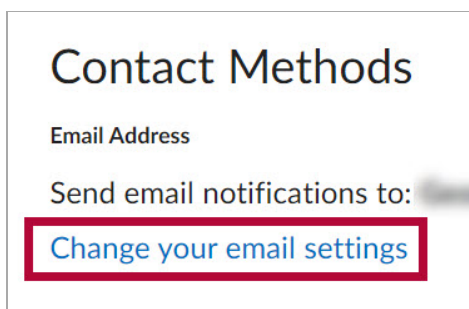
Access the Notifications Tool

Select your name on the **Minibar** to open the **Personal Menu** and select **[Notifications]** .

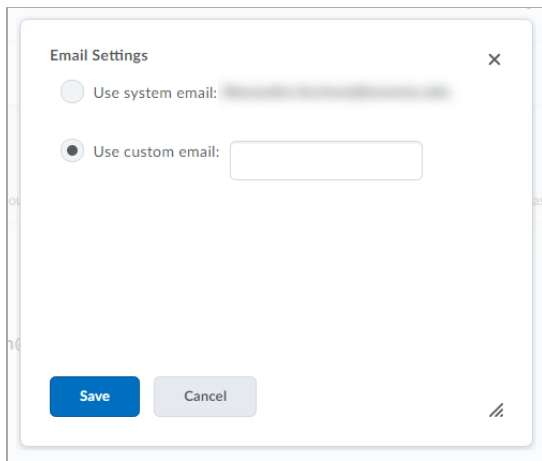


Change Your Email Setting

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



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



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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

On the **Notifications** page, select the **[Allow future courses to send me notifications]** checkbox to allow future courses to notify you.

Customize Notifications

Allow future 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

Composition & Rhetoric I ENGL-1301 3023 1

Composition & Rhetoric I ENGL-1301 3040 1

Composition & Rhetoric I ENGL-1301 3041 1

Composition & Rhetoric I ENGL-1301 3C09 1

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).