Change your notification settings

If you want to receive copies of the emails that students receive when you post an Announcement or Discussion, you will need to change this setting.

Once you are logged into Canvas:

1. Click on “Account” on the left-hand side
2. Click on “Notifications” on the left-hand side
3. Click the Check Mark next to “Announcement” and “Announcement Created by You” to receive Announcement emails
4. Click the Check Mark next to “Discussion” and “Discussion Post” to receive Discussion emails