# Canvas Notification Preferences

Canvas will notify a user when various events occur within a course. These notifications come by email and/or phone text messages based on your preferences.
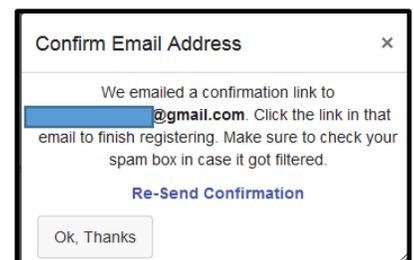
Adding Additional Contact Methods

Adding another email address

- Click **Account** in the global navigation pane.

- Click **Settings**.

- Under Ways to Contact, Email Addresses, click **+ Email Address**.
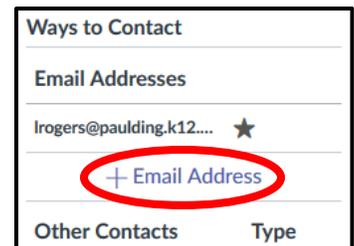
- Type the email address you want to add and click **Register Email**.

- In the Confirm Email Address box that appears, click **Ok, Thanks**.

- Go to the new email account and click the link to register the address.

- If you need to delete an email address, select the address, click the delete icon and then click **Ok**.

Adding a text (SMS) contact method (standard messaging rates may apply)

- Click **Account** at the bottom of the global navigation pane.

- Click **Settings**.

- Under Ways to Contact, Other Contacts, click **+ Contact Method**.
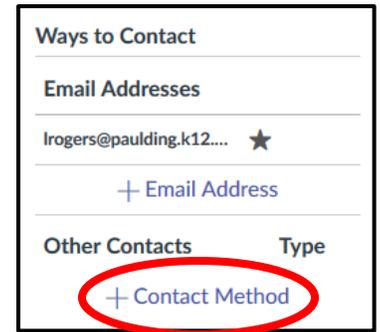
- Type the phone number you want to add in the **Cell Number** field.

- Select a carrier from the drop-down menu.

- The SMS Email: field automatically populates based on your provider.

- Click **Register SMS**.
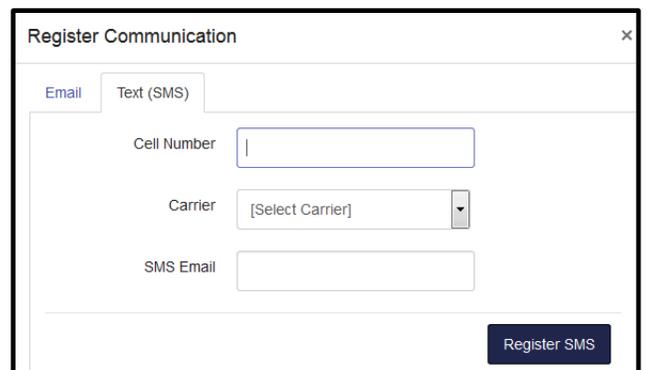
- You will receive an activation code in a text message on your cell phone.

- Enter the code in the Confirm SMS Number box.

- The number should show up in the Other Contacts list under Ways to Contact.

- To delete the contact method, select it, click the delete icon, and then click **Ok**.

Changing How Canvas Notifies You

- Click **Account** in the global navigation pane.

- Click **Notifications**.

- In the section you want to change, hover over the activity you want to change and select one of these options:

    - **Checkmark** – immediate notification of any change

    - **Clock** – daily notification of any change

    - **Calendar** – weekly notification of any change

    - **X** – no notification of any change

- Notification preferences are global and automatically apply to all courses; they cannot be set individually for courses.