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.

Ways to Contact		
Email Addresses		
lrogers@paulding.k12 ★		
+ Email Address		
Other Contacts	Туре	

•	Type the email address you want to add and click
	Register Email.

Register	Communication	×
Email	Text (SMS)	
	Email Address	
		Register Email

ſ	Confirm Email Address ×	
	We emailed a confirmation link to	
	@gmail.com. Click the link in that	
1	email to finish registering. Make sure to check your	
	spam box in case it got filtered.	
	Re-Send Confirmation	
	Ok, Thanks	

- 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**.

Ways to Contact

Email Addresses

Other Contacts

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+ Email Address

+ Contact Method

Туре

- 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**.

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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
 - \circ X no notification of any change

Course Activities	Email Address Irogers@paulding.k12.ga.us
Due Date	✓ () 🗐 ×

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