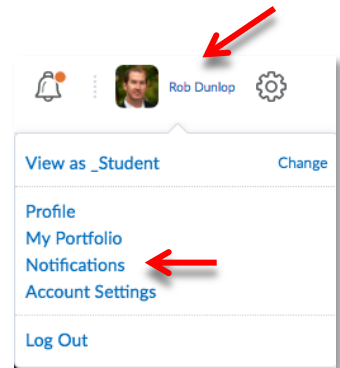


# Setting Up Notifications in D2L

Notifications allow you to receive emails and text messages when information is posted inside of the D2L environment. The user may customize which notifications they want to receive from a variety of tools within D2L.

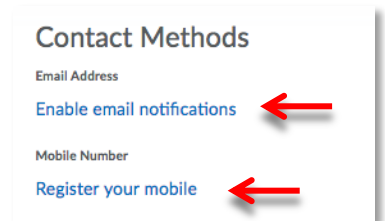
## Accessing Notifications

1. On the minibar located at the top of the page, click on the drop down arrow besides the user name.
2. Click on **Notifications**.



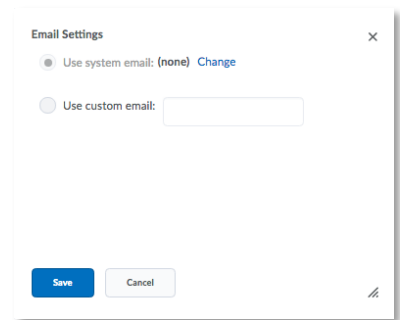
## Selecting a Contact Method

3. If you would like to set your email up to notifications then click on **Enable email notifications**
4. If you would like to set your text messaging up to notifications click on **Register you mobile**.



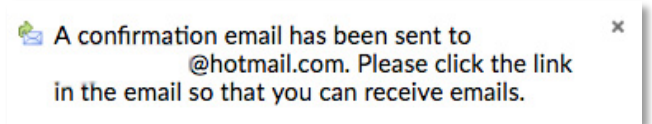
## Setting Up Email Notifications

5. Once you have clicked on **Enable email notifications**, then you can select **use system email** provided by clicking inside of the circle or you may enter a **custom email** (such as gmail, hotmail, etc...) in the space provided.
6. Click **Save**

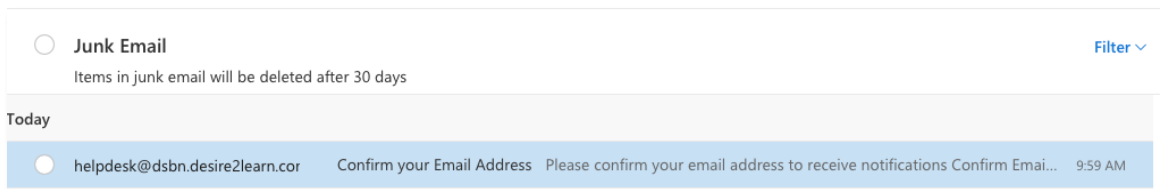


## Confirming Custom Email Address

7. Once you have submitted your email address, you will need to confirm by clicking on the link that is sent to that account.



**Note: The email might take several minutes to send and will often end up in your junk mail folder. Once confirmed, notification will be active.**



## Setting Up Text Messaging Notifications

- Once you have clicked on **Register your mobile**, then fill in the fields provided (Country, Mobile Carrier and Mobile Number).
- Click **Save**.
- Enter the Confirmation Code (sent to you as a text message) in the box provided.
- Click **Confirm**.

**Register Your Mobile**

Before you can receive text notifications, you must confirm your mobile device. Carrier charges might apply to text messages you receive. Check your phone/data plan.

Country \*  
Canada

Mobile Carrier \*  
Bell Mobility & Solo Mobile

Mobile Number \*  
[ ]

Save Cancel

**Mobile Number**

A confirmation code was sent to your mobile device. Enter it in the field below.

Confirmation Code:  
[four cs]

Resend my confirmation code

Confirm Do this later

## Selecting Instant Notifications

- Once you have enabled your email or text messaging notifications, you can select from which tool in D2L you like to receive notifications from. For email notifications click on the box in the left column (**Email**) and for text messaging notifications click the box on the right column (**SMS**).

Instant Notifications	SMS	Email
Activity Feed - new comments from others on a post	<input type="checkbox"/>	<input type="checkbox"/>
Activity Feed - new posts created by others	<input type="checkbox"/>	<input type="checkbox"/>
Content - content item created	<input type="checkbox"/>	<input type="checkbox"/>
Content - content item updated	<input type="checkbox"/>	<input type="checkbox"/>
Content - content overview updated	<input type="checkbox"/>	<input type="checkbox"/>
Discussions - new post in a forum, topic, or thread that I subscribed to in instant notifications	<input type="checkbox"/>	<input type="checkbox"/>
Dropbox - dropbox folder due date or end date is 2 days away	<input type="checkbox"/>	<input type="checkbox"/>
ePortfolio - feedback added to subscribed items	<input type="checkbox"/>	<input type="checkbox"/>
ePortfolio - another user has subscribed to your updates	<input type="checkbox"/>	<input type="checkbox"/>
ePortfolio - feedback added to my items	<input type="checkbox"/>	<input type="checkbox"/>
Grades - grade item released	<input type="checkbox"/>	<input type="checkbox"/>
Grades - grade item updated	<input type="checkbox"/>	<input type="checkbox"/>
News - item updated	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>
News - new item available	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>
Quizzes - quiz due date or end date is 2 days away	<input type="checkbox"/>	<input type="checkbox"/>

**Note:** Text message notifications are limited to a certain number of characters, therefore you might not receive all of the text posted in the News feed. In addition, videos and images will not be included in text messaging notifications.

- Once you have your notification settings the way in which you would like them, click save at the bottom of the page.

Save