

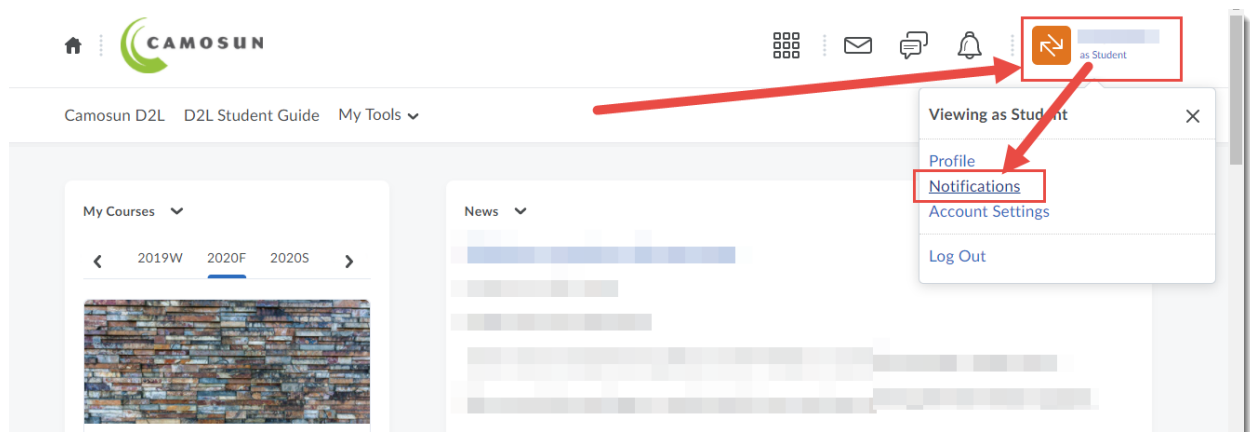


## Setting Email Notifications in D2L – D2L Student Tutorial

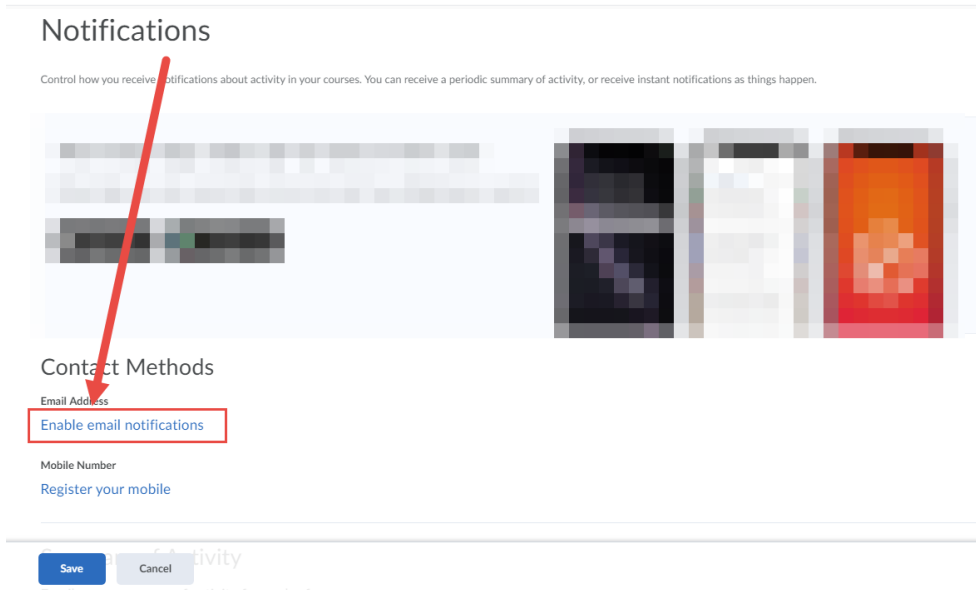
FOR STUDENTS: This tutorial provides step-by-step instructions for setting up notifications for important course activities—such as news items, content updates, and feedback—sent directly to your personal email. If you're not logging into D2L regularly, be sure to enable these notifications so you don't miss any critical updates from your instructor!

### Steps

1. Log into D2L.
2. Click on **your name** to open your personal drop-down menu, and select **Notifications**.



3. To set up email notifications, click **Enable email notifications**.



**Notifications**

Control how you receive notifications about activity in your courses. You can receive a periodic summary of activity, or receive instant notifications as things happen.

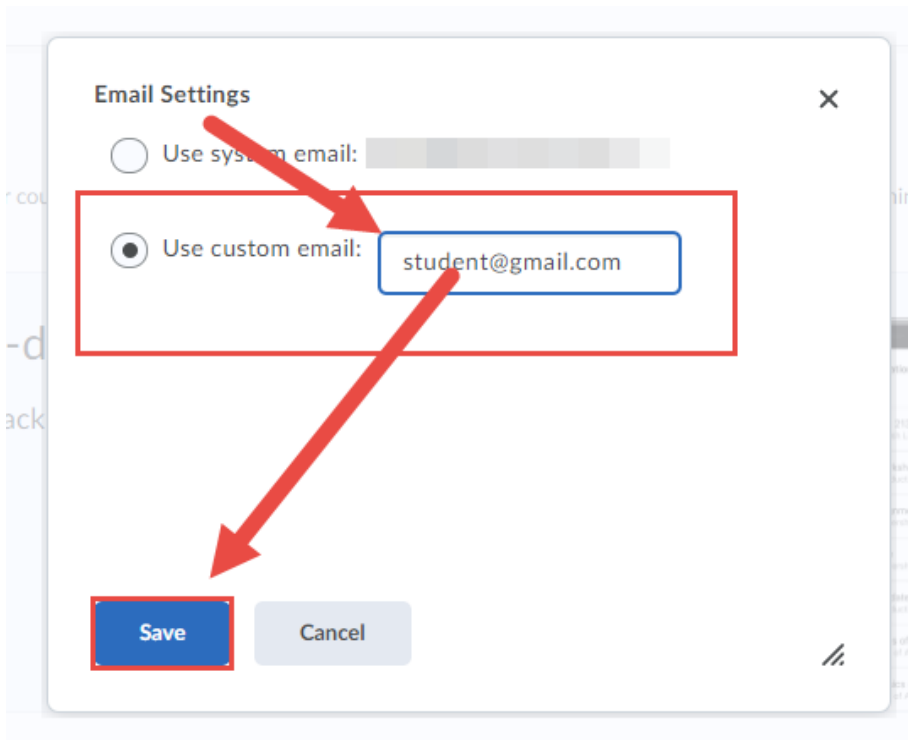
**Contact Methods**

Email Address  
[Enable email notifications](#)

Mobile Number  
[Register your mobile](#)

**Save** **Cancel**

4. Then in the pop-up box, select **Use custom email**, enter **your personal email**, and click **Save**



**Email Settings** ×

☐ Use system email: [blurred]

☒ Use custom email:

**Save** **Cancel**

5. Scroll down to the **Instant Notifications** section, and select the notifications you would like to receive. Note that you can also go to the **Exclude Some Courses** section to prevent receiving notifications from selected courses. Click **Save** when you have finished.

Instant Notifications	Email
Assignments - assignment feedback released	<input checked="" type="checkbox"/>
Assignments - assignment due date or end date is 2 days away	<input checked="" type="checkbox"/>
Assignments - assignment feedback updated	<input checked="" type="checkbox"/>
Assignments - publish all feedback completion	<input checked="" type="checkbox"/>
Content - content item created	<input checked="" type="checkbox"/>
Content - content item updated	<input checked="" type="checkbox"/>
Content - content overview updated	<input type="checkbox"/>
Content Service - feedback for content service uploads	<input type="checkbox"/>
Discussions - mentioned in a discussion post or thread	<input checked="" type="checkbox"/>
Discussions - new post in a forum, topic, or thread that I subscribed to in instant notifications	<input checked="" type="checkbox"/>
ePortfolio - feedback added to subscribed items	<input type="checkbox"/>
ePortfolio - another user has subscribed to your updates	<input type="checkbox"/>
ePortfolio - feedback added to my items	<input type="checkbox"/>
Grades - grade item released	<input checked="" type="checkbox"/>
Grades - grade item updated	<input checked="" type="checkbox"/>
News - item updated	<input type="checkbox"/>
News - new item available	<input checked="" type="checkbox"/>
Quizzes - quiz due date or end date is 2 days away	<input checked="" type="checkbox"/>

**Save** Cancel

## Things to Remember

You can return to **Notifications** at any time to make changes to your settings. Note that you will receive notifications for ALL courses you are registered in unless you choose to **Exclude Some Courses**.



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