

Receive email alerts for new forum posts

If you want to receive a daily email alert listing the posts made to the forums in your courses for that day, follow these simple steps.

Notes:

- If this choice is not available, ask your instructor to activate “optional subscriptions” for the forum.
- Emails will be sent to the default email you have in your Moodle preferences. If you did not change it, it will go to your Bulldogs Mail. To change it, follow the instructions on the next page.

The average of all discussion forums is worth 25% of your total course grade.

This forum allows each person to start one discussion t

Add a new discussion

Manage forum subscriptions

Scroll to the bottom of the forum instructions and choose to **Manage forum subscriptions**.

Change **Subscribed** to “Yes” by clicking on the “No” button.

For **Email digest type** choose “Subjects only” if you only want the subject lines sent to your email or choose “Complete posts” if you want the entire post contents to be sent to your email.

Topic	Forum	Description	Discussions	Unread posts	Subscribed	Email digest type ?
Class Orientation - due by Jan. 31	Ice Breaker Discussion Forum	The purpose of this first discussion forum is to get acquainted with your fellow classmates	0	0	No	Default (No digest) ▾

Change your default Moodle email

If you want your Moodle emails to go to a different email than your Bulldogs Mail, follow these instructions.

The screenshot shows the Moodle user profile page for 'Donald Duck'. At the top, there is a green header with a profile picture of Donald Duck, the name 'Donald Duck', and navigation links: 'Profile - Preferences - Grades - Log out'. Below this is the 'User details' section with links for 'Edit profile' and 'Preferences'. The 'General' section contains form fields for 'First name' (Donald), 'Last name' (Duck), 'Email address' (donald.duck@bulldogsmail.com), and 'Email display' (Hide my email address from everyone). The 'Additional names' and 'Interests' sections are also visible. A red box highlights the 'Email address' field with the instruction 'Change email address'. Another red box highlights the 'Update profile' button with the instruction 'Click Update profile at the bottom of the Profile screen.' A third red box points to the 'Profile' link in the header with the instruction 'On your My Courses page, click Profile.'

Donald Duck
Profile - Preferences - Grades - Log out

User details

[Edit profile](#)

[Preferences](#)

Donald Duck

General

First name
Donald

Last name
Duck

Email address
donald.duck@bulldogsmail.com

Email display
Hide my email address from everyone

Additional names

Interests

Optional

[Update profile](#)

On your My Courses page, click **Profile**.

Click **Edit profile**

Change email address

Click **Update profile** at the bottom of the Profile screen.