1. Click your name
2. Click Notifications
3. Edit the Contact Methods

You will want to edit your cell phone number if you want to receive text messages. Keep your WMU email address as your contact email for ELearning.

**Mobile Number**

Register your mobile

**Summary of Activity**

Email me a summary of activity for each of my courses.

How often?

- [ ] Never

**Instant Notifications**

Content - content item created

Edit [Save] [Cancel]
4. Edit how frequently you receive your summary activity information

Summary of Activity

Email me a summary of activity for each of my courses.

How often?
- Never
5. Edit when and how you receive instant notifications

### Instant Notifications

- Content - content item created
- Content - content item updated
- Content - content overview updated
- Discussions - new post in a forum, topic, or thread that I subscribed to in instant notifications
- Dropbox - Dropbox folder due date or end date is 2 days away
- Grades - grade item released
- Grades - grade item updated
- News - item updated
- News - new item available
- Quizzes - quiz end date is 2 days away

### Customize Notifications

- [ ] Include my grade value in notifications from Grades
- [ ] Allow past courses to send me notifications

![Save, Cancel buttons]
6. Customize your notifications

Customize Notifications

- Include my grade value in notifications from Grades
- Allow past courses to send me notifications
- Allow future courses to send me notifications
- Allow inactive courses to send me notifications
7. Don't exclude courses from notifications

Exclude Some Courses

You currently have no courses excluded.  Manage my course exclusions

Save  Cancel
8. Click Save