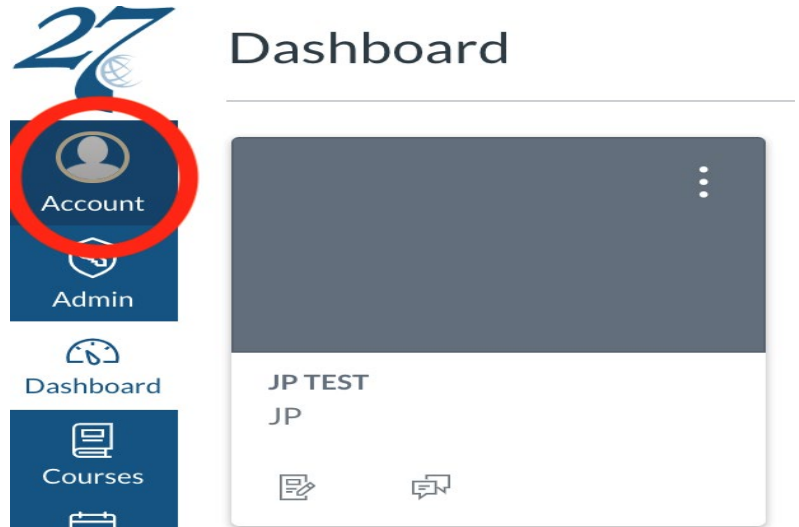
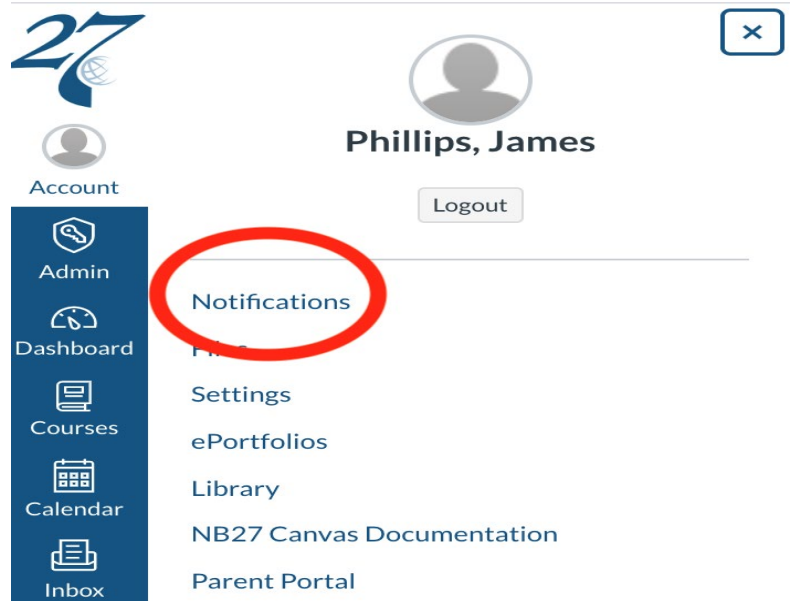


How to Change Your Notification Settings in Canvas

1. Once you log into Canvas, click on the Account icon.



2. Then click on Notifications



3. Then look for where it says Announcement and click on the checkmark (✓) box on the right to be notified right away when an Announcement is made.

A screenshot of the Canvas 'Notification Preferences' page. The page title is 'Notification Preferences' and it shows various notification settings like 'Notify me right away', 'Send daily summary', etc. Below these settings is a table with notification categories and their status. The 'Announcement' row is highlighted with a red border. In this row, the 'Notify me right away' checkbox is checked with a green checkmark.

Category	Notify me right away	Send daily summary	Send weekly summary	Do not send me anything
Course Activities				
Due Date	✓	🕒	📅	✗
Grading Policies	✓	🕒	📅	✗
Course Content	✓	🕒	📅	✗
Files	✓	🕒	📅	✗
Announcement	✓	🕒	📅	✗
Announcement Created By You	✓	🕒	📅	✗