

How to Change Your Email Preferences

To change your email preferences, move your cursor to your **Profile Image and Username** at the top right of the page and click on **Settings** in the drop-down menu.

Under the **Email** tab, choose your **Email Notification Settings** by choosing yes or no at the options. Click on **Save Changes**.

The screenshot shows the user interface for 'JaneDoe' in the 'art' e-learning solution. The top navigation bar includes 'Home', 'Categories', 'Become a Tutor', a search bar, and the user's name 'JaneDoe'. The left sidebar contains a menu with 'SETTINGS' highlighted. The main content area is titled 'Email Notification' and features a table of notification preferences.

Send an email notice when:	Yes	No
Activity		
A member mentions you in an update using "@janedoe"	<input checked="" type="radio"/> Yes, send email	<input type="radio"/> No, do not send email
A member replies to an update or comment you've posted	<input checked="" type="radio"/> Yes, send email	<input type="radio"/> No, do not send email
Messages		
A member sends you a new message	<input checked="" type="radio"/> Yes, send email	<input type="radio"/> No, do not send email
Groups		
A member invites you to join a group	<input checked="" type="radio"/> Yes, send email	<input type="radio"/> No, do not send email
Group information is updated	<input checked="" type="radio"/> Yes, send email	<input type="radio"/> No, do not send email
You are promoted to a group administrator or moderator	<input checked="" type="radio"/> Yes, send email	<input type="radio"/> No, do not send email
A member requests to join a private group for which you are an admin	<input checked="" type="radio"/> Yes, send email	<input type="radio"/> No, do not send email
Your request to join a group has been approved or denied	<input checked="" type="radio"/> Yes, send email	<input type="radio"/> No, do not send email
Course		
Course Certificate	<input checked="" type="radio"/> Yes, send email	<input type="radio"/> No, do not send email
Course Badge	<input checked="" type="radio"/> Yes, send email	<input type="radio"/> No, do not send email
Course Reset by Instructor	<input checked="" type="radio"/> Yes, send email	<input type="radio"/> No, do not send email
Course Evaluation	<input checked="" type="radio"/> Yes, send email	<input type="radio"/> No, do not send email
Assignment Evaluation	<input checked="" type="radio"/> Yes, send email	<input type="radio"/> No, do not send email
Student applied for Course	<input checked="" type="radio"/> Yes, send email	<input type="radio"/> No, do not send email

SAVE CHANGES