I'd like to change the number of emails Moodle sends me
This refers to Moodle 3.6 from July 2019 onwards

IMPORTANT NOTE: Make sure you read emails with subject line Moodle.Nottingham: Forum Digest

Changing the way Moodle sends you emails

You can choose to receive emails as soon as they are sent out by Moodle (e.g., through the News / announcements forum of a module you have a role in)

Getting one email at a time is useful because
  • each email has a helpful subject line including the module it has come from
  • it is clear which staff member is sending the message

OR you can change to digest mode - only one email a day, in a digest.
  • This is useful because you only get one email a day
  • Warning: as the header is Moodle.Nottingham: Forum Digest you may not see it as important (always read such emails)
  • The emails from News / Announcements are mixed in with emails from other forums and you may have to read carefully to pick out the important messages
  • It only comes once a day (around 5-5.30 pm) so any messages which require immediate action may be received too late (e.g., last minute cancellation of a lecture)

OR An alternative way to manage emails from Moodle is to use "no digest", so you get single emails, and then use your filters in Outlook to sweep emails into a particular folder (but don't forget to read them!)

To change email mode:

1. At the top right of the Moodle page, on your name, drop down the menu

   ![Moodle menu](image)

2. Click Preferences
3. Under the 'User account' header select Forum preferences
4. Next to **Email digest type** for digest select "Complete (daily email with full posts)" or "Subjects (daily email with subjects only)"
   OR
   Select "No digest (single email per forum post)"
5. Click **Save changes**