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

   ![Helen Whitehead's 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**