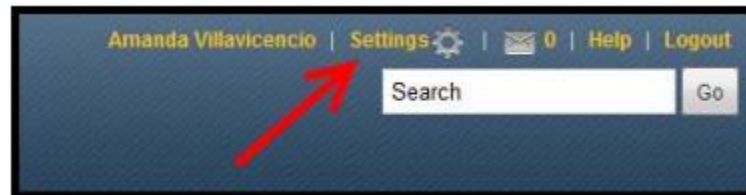




NOTIFICATION SETTINGS

This tutorial will show you how to adjust the emails you receive from your Mahara ePortfolio account.

1. Login and click **Settings** on the top-right corner of the page.



2. Select the **Notifications** tab.





3. From here you can change the notification settings to **Email**, **Email Digest**, or **Inbox**.

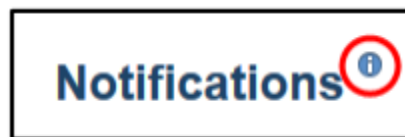
Notifications ⓘ

If you select either of the email options, notifications will still arrive in your inbox, but they will be automatically marked as read.

| | |
|--------------------------|-------|
| System message * | Email |
| Message from other users | Email |
| Feedback * | Email |
| Watchlist * | Email |
| New page access * | Email |
| Institution message * | Email |
| Group message * | Email |
| New forum post * | Email |

Save

- If you wish to receive an email every time activity occurs, select **Email**.
- If you only want to receive a single email with a list of all activity that occurred in the last 24 hours, select **Email Digest**.
- Otherwise, select “Inbox” to have all notifications forward to your inbox on ePortfolio. Click the **Help** button next to the **Notifications** title for more information



4. Once you’ve made the appropriate changes, click **Save**.

Group message * Email

New forum post * Email

Save



My Notes:

A large, light gray rectangular area with a white border and a drop shadow, intended for the user to enter their notes. The area is currently blank.