


# Receiving Announcements and Inbox Messages Created by You

You may want to receive announcements and inbox messages that you send to your class. In order to receive a copy, you will need to update your notification settings. These settings can be updated at the Account Level, or at an individual course level.

 Notifications received from Canvas to your email address will come from "*Course Name* <notifications@instructure.com>".

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## Account-Level Notification Settings



Account-Level notifications apply to all courses. **Notifications for individual courses can be changed within each course and will override Account-Level notifications.**


1. Click on your "**Account**" in the **Global Navigation** and from the side menu that opens, click "**Notifications**."
2. Once you are in the Notification settings page, there are two settings you will want to change:
  - a. **Announcement Created By You**
  - b. **Conversations Created By Me**
3. Under the "**Email**" column, click the message icon and select the "**Notify immediately**" (solid bell icon) option to receive announcements and inbox messages that you send to your class right away.
  - a. Once selected, the icon in the "**Email**" column will turn into a green solid bell and the changes will automatically save. You will begin to receive a copy of the announcement or message you send.

Account Notification Settings

Account-level notifications apply to all courses. Notifications for individual courses can be changed within each course and will override these notifications. x

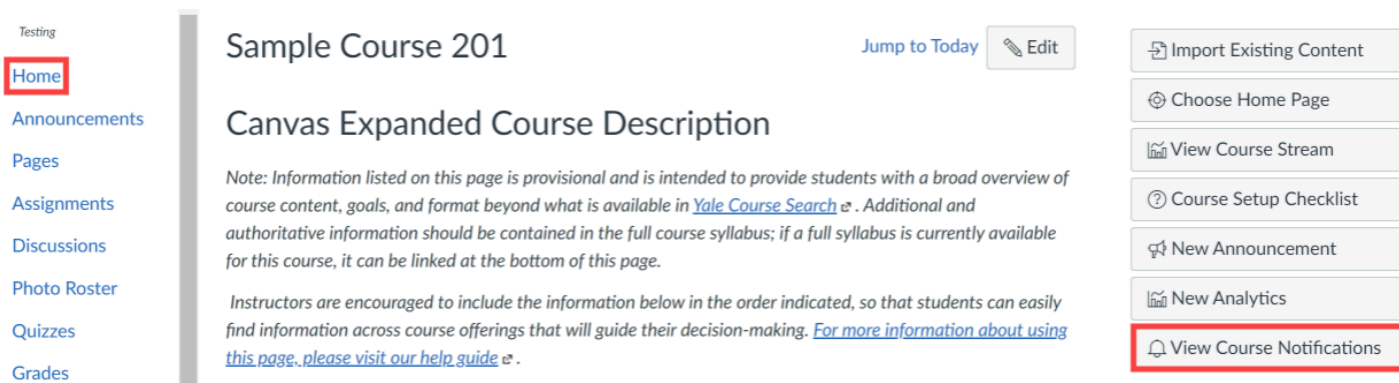
Course Activities	Email
Due Date	
Grading Policies	
Course Content	
Files	
Announcement	
Announcement Created By You	
Grading	
Conversations	
Added To Conversation	
Conversation Message	
Conversations Created By Me	

## Course-Level Settings for Announcements

 You can set specific settings for your announcements at the course level. If you want to change the settings for a specific course to be different than your default (Account-Level) settings you can do so.

**Course-Level notification settings override default (Account-Level) notification settings.**


1. Go to the "**Home**" page of the course site where you want to update your notification settings, and click the "**View Course Notifications**" button on the right-hand side.




The screenshot shows the Canvas course site interface. On the left, a sidebar menu lists various course components: Testing, Home (highlighted with a red box), Announcements, Pages, Assignments, Discussions, Photo Roster, Quizzes, and Grades. The main content area is titled 'Sample Course 201' and 'Canvas Expanded Course Description'. It includes a note about provisional information and a link to the 'Yale Course Search'. On the right, a sidebar contains several buttons: Import Existing Content, Choose Home Page, View Course Stream, Course Setup Checklist, New Announcement, New Analytics, and View Course Notifications (highlighted with a red box).

2. Under the "**Email**" column, click the message icon for "**Announcement Created By You**" and select the "**Notify immediately**" (solid bell icon) option to receive announcements that you send to your class right away.
  - a. Once selected, the icon in the "**Email**" column will turn into a green solid bell and the changes will automatically save. You will begin to receive a copy of the announcement you send for this course.

## Course Notification Settings




Course-level notifications are inherited from your account-level notification settings. Adjusting notifications for this course will override notifications at the account level.

 Enable Notifications for Sample Course 201

You are currently receiving notifications for this course. To disable course notifications, use the toggle above.

Course Activities	Email	Push Notification For All Devices
Due Date		
Grading Policies		
Course Content		
Files		
Announcement		
Announcement Created By You		
Grading	<div><div><div><div><div></div><div>Include scores when alerting about grades. If your email is not an institution email this means sensitive content will be sent outside of the institution.</div></div></div><div><div><div></div><div>Notify immediately</div></div><div><div></div><div>Daily summary</div></div><div><div></div><div>Weekly summary</div></div><div><div></div><div>Notifications off</div></div></div></div></div>	
Invitation		
All Submissions		

 For more information on Announcements and Inbox messages, you can learn more here:

- [Announcements \(Vendor Guides\)](#)
- [Inbox \(Vendor Guides\)](#)
- [Tools for Communicating with Your Students](#)
- [How do I modify the Default Notification Settings?](#)

For more help, please contact [canvas@yale.edu](mailto:canvas@yale.edu).