## Setting Up Email and Cell Phone Notifications in Canvas



- 1. Once logged into Canvas, click Account on the bottom left-hand column.
- 2. Then, click Settings

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<b>a</b>	Home Notifications	MICHAEL	Settings	Ways to Contact
Dashboard	Files	Full Name: MICHAEL This name will be used for grading.	3	Email Addresses ★23wvlstudent@nosd.edu
Courses	Settings ePortfolios	Display Name: MICHAEL People will see this name in discussion Sortable Name:	Add Email Address	
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Account		Let fellow course/group members see which ser	rvices I've linked to my profile	
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3. On the right, you should see your WVL student email address already listed. Click the blue plus to add additional email addresses for notifications to be sent to.

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4. Under email addresses, you can click the blue plus "Add Contact Method" to add cell phone numbers to receive text notifications also.

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5. Without any symbols or spaces, type the cell number you wish to submit, choose the Carrier you use, and SMS email.

SMS Email address corresponds with your cell phone carrier. Here is a small list of SMS gateway addresses. If you don't see your carrier, please contact them for your information.

Carrier	Email to SMS gateway		
Alltel	[insert 10-digit number] @message.alltel.com		
AT&T	[insert 10-digit number] @txt.att.net		
Boost Mobile	[insert 10-digit number] @myboostmobile.com		
Cellcom	[insert 10-digit number] @cellcom.quiktxt.com		
Sprint	[insert 10-digit number] @messaging.sprintpcs.com		
T-Mobile	[insert 10-digit number] @tmomail.net		
US Cellular	[insert 10-digit number] @email.uscc.net		
<u>Verizon</u>	[insert 10-digit number] @vtext.com		
Virgin Mobile	[insert 10-digit number] @vmobl.com		

6. Click Register SMS

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17.5 1	MICHAEL	settings		
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	ePortfolios Logout	People will see thi Sortable Name: M This name appear	Confirm SMS Number ×	Add Email Address Other Contacts Type
Groups		Language: System Defau Time Zone: Central Time (	We sent a four-character confirmation code to 2626923988. Enter the code below to activate this sms number.	2626923988@vtext.com sms III
L. Inbox		Web Services Canvas can make your life a lot ea	Re-Send Confirmation k any of the services in "Other	🖋 Edit Settings
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		No Registered Services	Click any service below to register:	
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## 7. Enter the confirmation code that should be sent to your cell phone and press confirm.

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Account		Registered	Services	Other Services			
		No Registered	Services	Click any service below to register:			
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- 8. You should see the number you entered listed under Other Contacts now.
- 9. Next click, Notifications

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Dashboard	Files	Course Activities		Email Address 23wvlstudent@nosd.edu	Cell Number 2828923988@vtext.com
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10. A new column appears with the cell number you submitted. Roll your mouse over each row and you can set how often you want to receive notifications for each area.