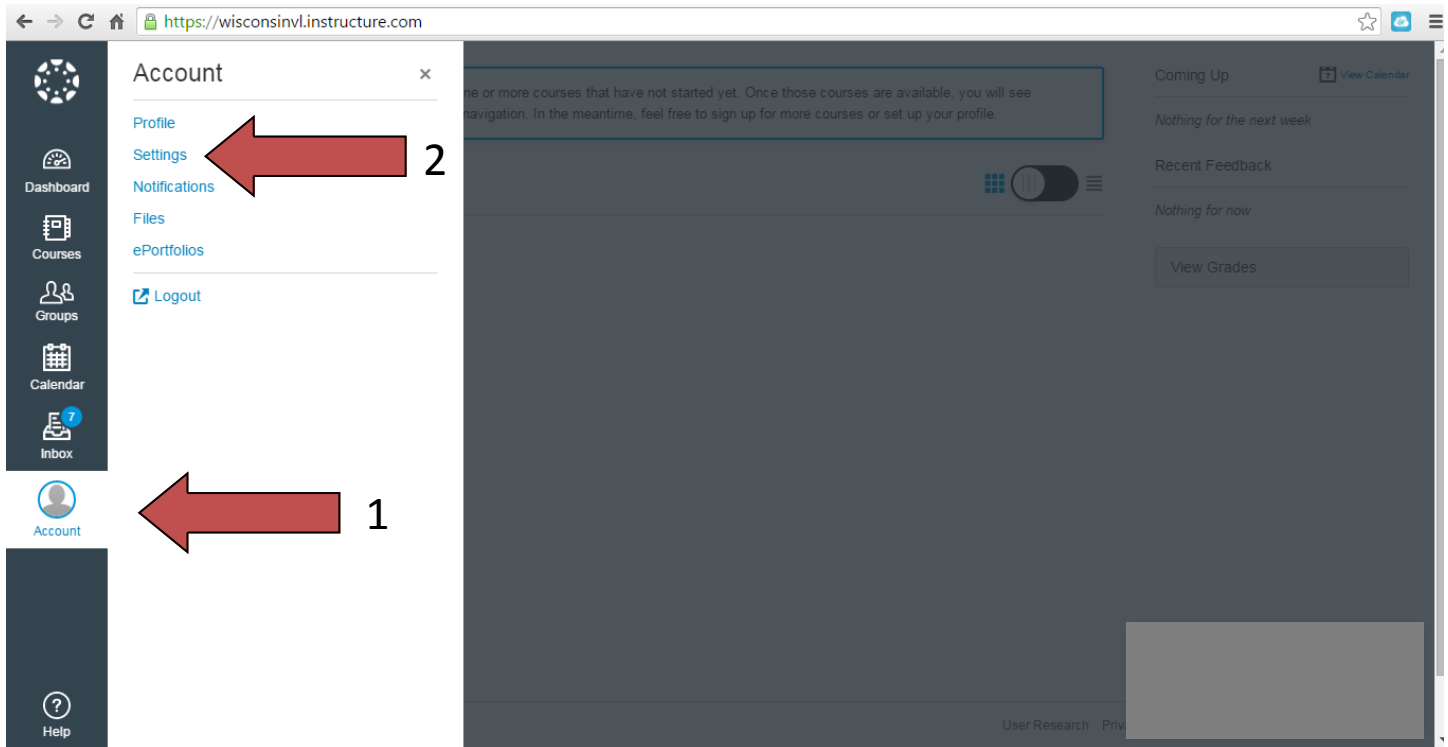


Setting Up Email and Cell Phone Notifications in Canvas



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

https://wisconsinvl.instructure.com/profile/settings

MICHAEL settings

Home Notifications Files **Settings** ePortfolios Logout

MICHAEL Settings

Full Name: MICHAEL
This name will be used for grading.

Display Name: MICHAEL
People will see this name in discussions, messages and comments.

Sortable Name: [this name appears in sorted lists]

Language: System Default (English (US))

Time Zone: Central Time (US & Canada)

Web Services
Canvas can make your life a lot easier by tying itself in with the web tools you already use. Click any of the services in "Other Services" to see what we mean.

☒ Let fellow course/group members see which services I've linked to my profile

Registered Services
No Registered Services

Other Services
Click any service below to register:
Google Drive
Twitter

Approved Integrations:

Ways to Contact

Email Addresses
★ 23wvlstudent@nosd.edu
[+ Add Email Address](#)

Other Contacts Type
[+ Add Contact Method](#)

[Edit Settings](#)
[Download Submissions](#)

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.

https://wisconsinvl.instructure.com/profile/settings

MICHAEL settings

Home Notifications Files **Settings** ePortfolios Logout

MICHAEL Settings

Full Name: MICHAEL
This name will be used for grading.

Display Name: MICHAEL
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Sortable Name: [this name appears in sorted lists]

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Click any service below to register:
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Approved Integrations:

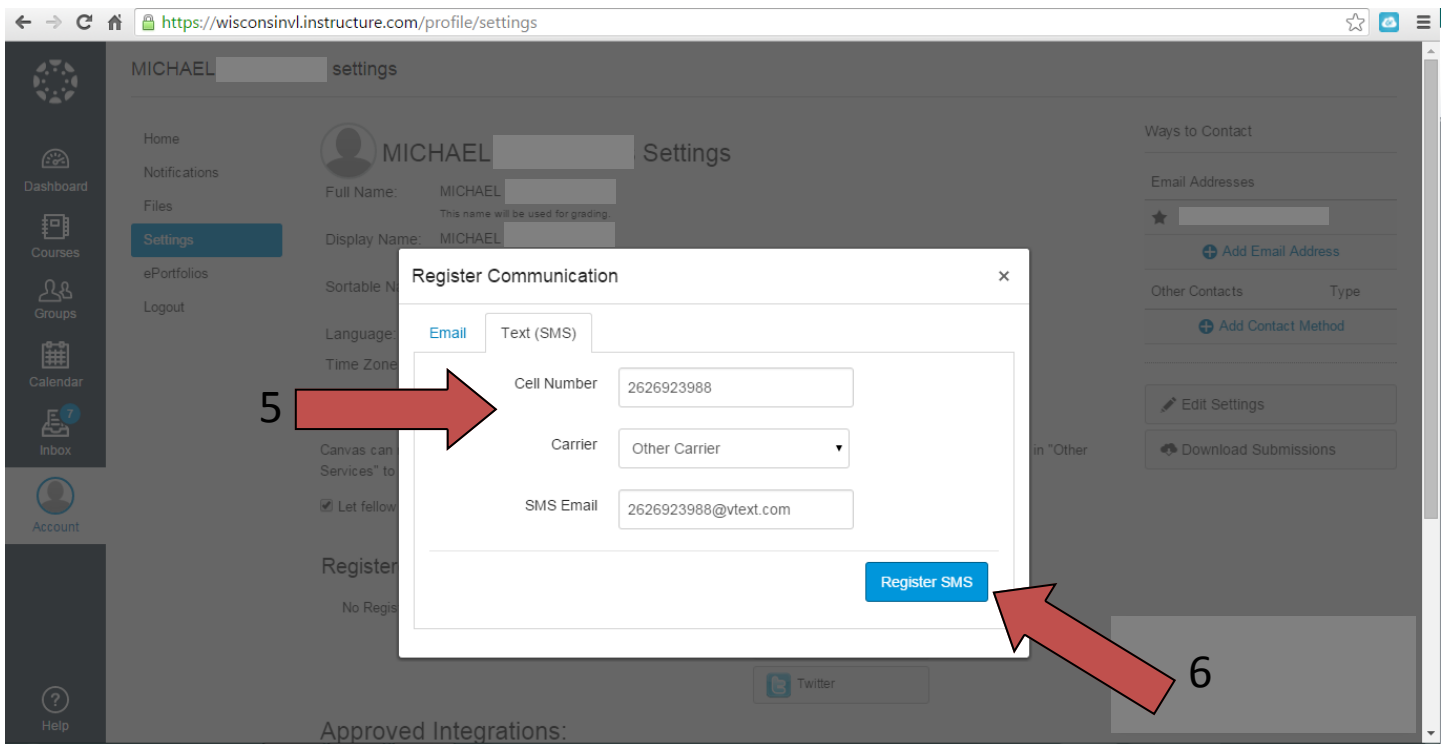
Ways to Contact

Email Addresses
★ [redacted]
[+ Add Email Address](#)

Other Contacts Type
[+ Add Contact Method](#)

[Edit Settings](#)
[Download Submissions](#)

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

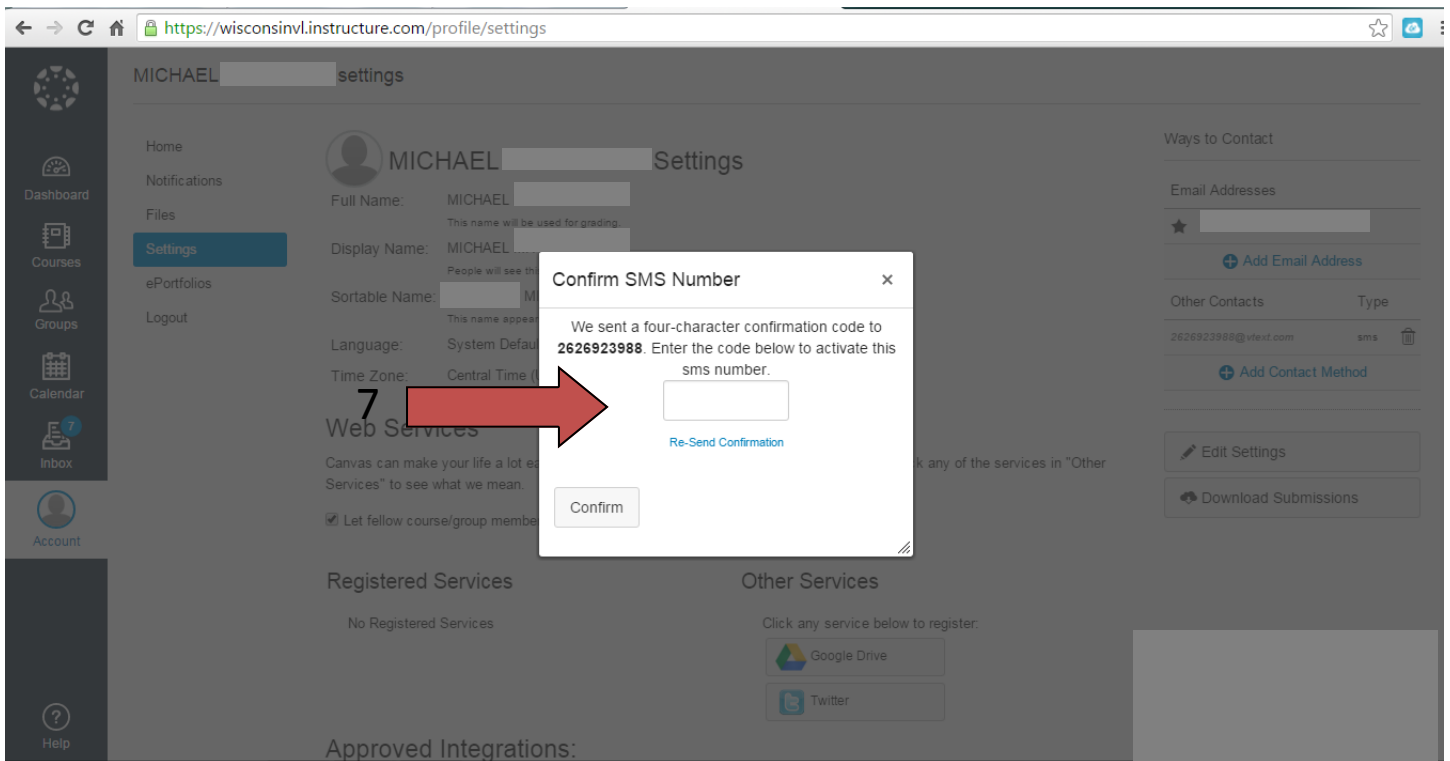


5. Without any symbols or spaces, type the cell number you wish to submit, choose the Carrier you use, and SMS email.

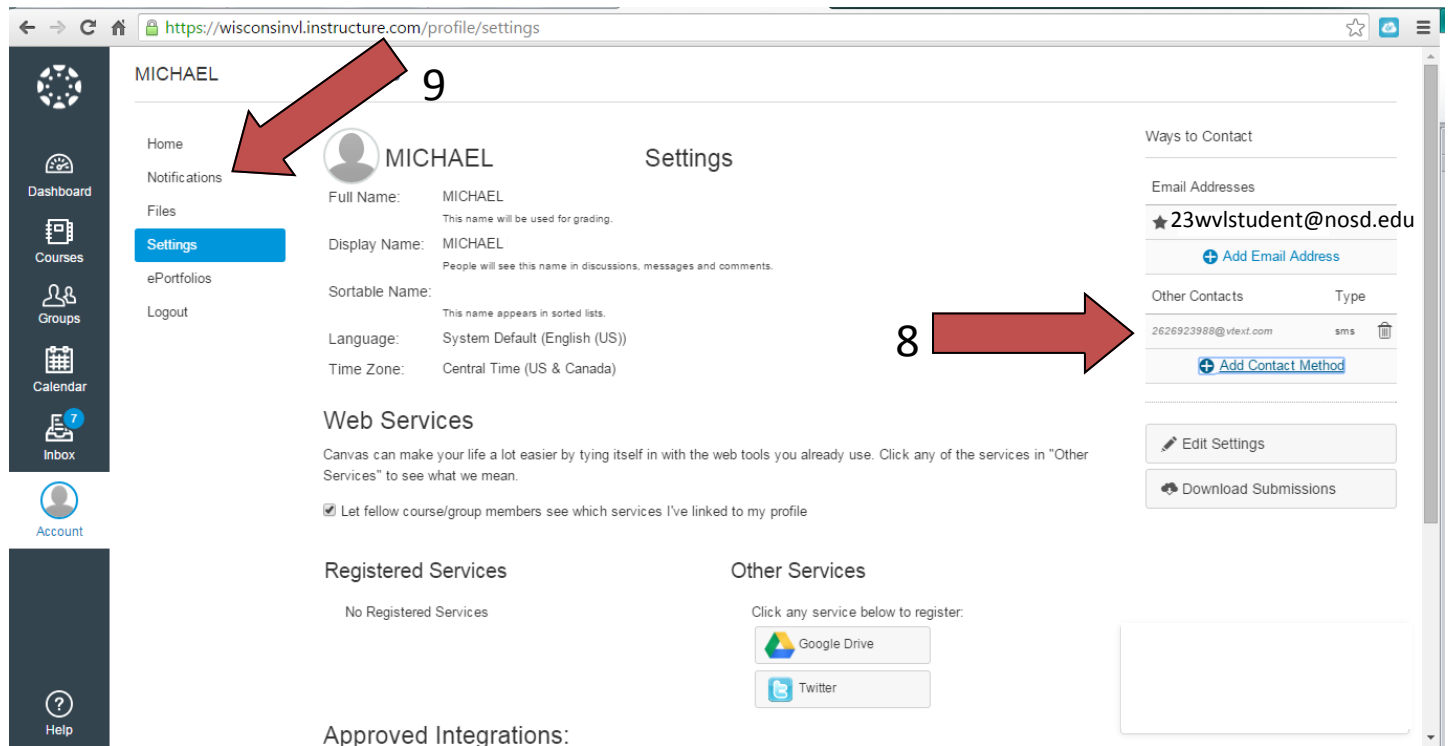
SMS Email address corresponds with your cell phone carrier. Here is a small list of SMS gateway addresses. If you don't see your carrier, please contact them for your information.

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
Verizon	[insert 10-digit number] @vtext.com
Virgin Mobile	[insert 10-digit number] @vmobl.com

6. Click Register SMS



7. Enter the confirmation code that should be sent to your cell phone and press confirm.



8. You should see the number you entered listed under Other Contacts now.

9. Next click, Notifications

← → ↻ 🏠 <https://wisconsinvl.instructure.com/profile/communication> ☆ ☁ ☰

MICHAEL > Notification Preferences

Home
Notifications
Files
Settings
ePortfolios
Logout

Dashboard
Courses
Groups
Calendar
Inbox
Account
Help

Notification Preferences

	Email Address 23wvlstudent@nosd.edu	Cell Number 2620623988@vtext.com
Course Activities		
Due Date	📅 Weekly	
Grading Policies	📅 Weekly	
Course Content		
Files		
Announcement	✓ ASAP	
Announcement Created By You		
Grading <input type="checkbox"/> Include scores when alerting about grade changes.	✓ ASAP	✓ ⌚ 📅 ✕
Invitation	✓ ASAP	
Submission Comment	⌚ Daily	
Discussions		
Discussion		
Discussion Post	⌚ Daily	

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.