

# Managing Notifications & Emails

This guide will show you how to redirect Moodle emails to specific folders in Outlook 365 and how to manage settings for Moodle messages, announcements, and forum notifications.

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## Outlook 365 Inbox Rules

Outlook rules help you manage your inbox by redirecting incoming emails to specific folders. Rules can be used to prevent clutter and organise notifications from your Moodle courses.

To create a rule, sign into Office 365 through your browser and select Outlook. While in Outlook, select the settings or gear icon and type **inbox rules** into the search bar [Fig. 1].

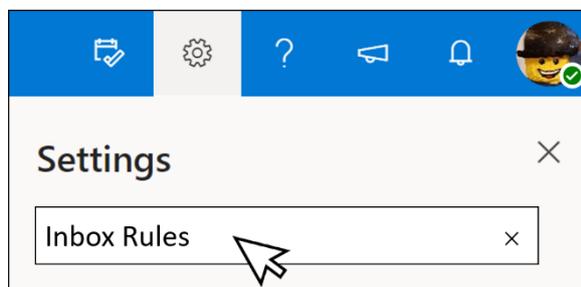


Figure 1 Using the search bar in Outlook to find Inbox Rules

Next, select **Add new rule** [Fig. 2].

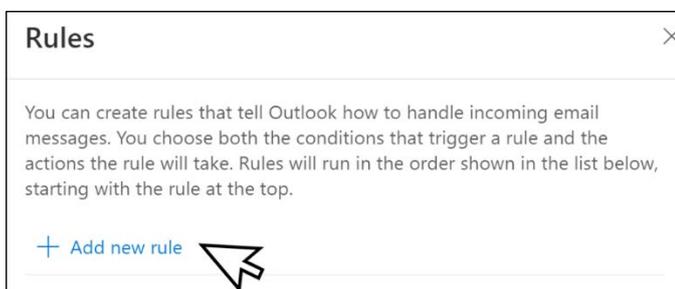


Figure 2 Add a new rule

Give your rule a name that will help distinguish it from other rules [Fig. 3].

If, for example, you wanted a folder for Moodle announcements you might name your rule **(1) Moodle Notifications**.

Next, you would change the condition to **(2) Message header includes** and add **moodleforum**. Lastly, select **(3) Move to** as your action before creating a new Outlook email **(4) folder**.

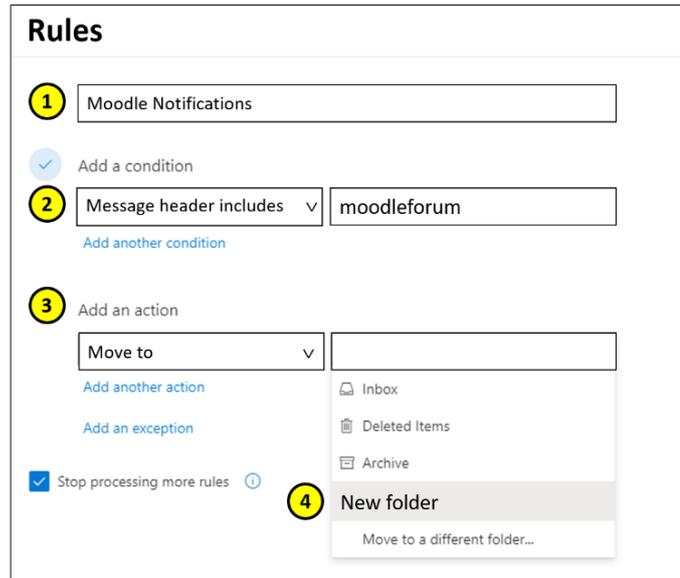


Figure 3 Creating a new rule

## Moodle Forum Notification Settings

There are two fundamental subscription settings for forums – **forced** and **optional**.

- **Forced Subscription:** all messages posted within a forum are accompanied by an email notification directly to the inbox of all staff and students enrolled on that Moodle site.
- **Optional Subscription:** staff and students decide for themselves if they wish to receive email notifications any time someone comments on their post or one they are following.

By default, Announcement Areas are set to forced subscription to ensure that everyone on that Moodle site receives notifications for important updates. **We do not**, however, advise using forced subscription on other forum types such as the Q&A forum or discussion forums.

### 1. Forum Settings

To add subscription settings while editing a forum, click on the **Subscription and tracking** menu and select an option from the drop-down menu [Fig. 4].

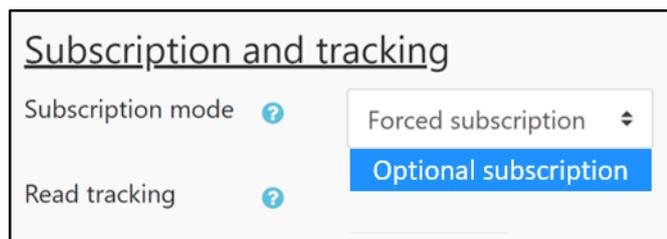


Figure 4 Setting a forum's subscription mode

## 2. Personal Subscription Settings

Students and staff can also decide whether they would like to receive forum notifications as individual emails or as a daily digest. Personal subscription settings can be found under **Preferences** on your Moodle Profile page.

Click your **(1) username** and select **(2) Preferences** from the drop down menu.

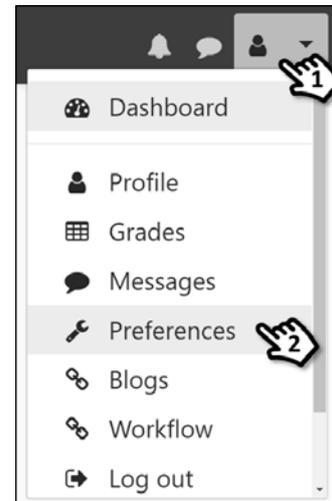


Figure 5 Finding preferences

On the following page, select **(3) Forum preferences** from the User Account menu

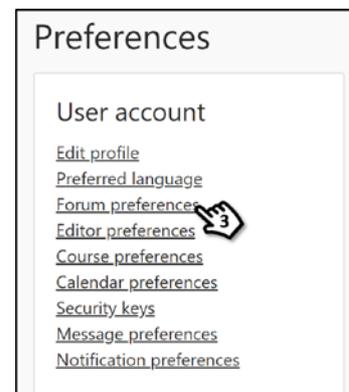


Figure 6 Select forum preferences

Decide whether you would prefer to receive notifications in a daily digest or concurrently as they are posted **(4)**.

You can also choose whether to receive notification from forum posts you have replied to **(5)**.

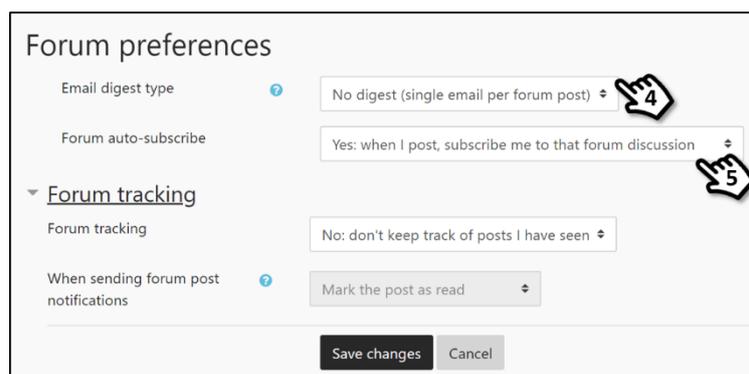


Figure 7 Forum subscription options