

Step 1

Click top right name block drop down menu, click **'Preferences'**.

In Preference page, click **'Forum preferences'**.

Preferences

User account

[Edit profile](#)
[Preferred language](#)
[Forum preferences](#)
[Editor preferences](#)
[Course preferences](#)
[Calendar preferences](#)
[Security keys](#)
[Message preferences](#)
[Notification preferences](#)

Portfolios

[Configure](#)
[Transfer logs](#)

Forum preferences

Email digest type ? No digest (single email per forum post) ▾

Forum auto-subscribe Yes: when I post, subscribe me to that forum discussion ▾

Use experimental nested discussion view No ▾

Forum tracking

Forum tracking No: don't keep track of posts I have seen ▾

When sending forum post notifications ? Mark the post as read ▾

[Save changes](#) [Cancel](#)

Step 2

You can choose to see the entire content of the emails you received each day or just the subjects only, by setting the **"Email digest type"**.

If you don't want to subscribe to forums automatically, click **'No'** to **"Forum auto-subscribe"**.

"Forum tracking" will highlight what's new for you.

Click **'Save changes'** when have done editing.

Preferences

User account

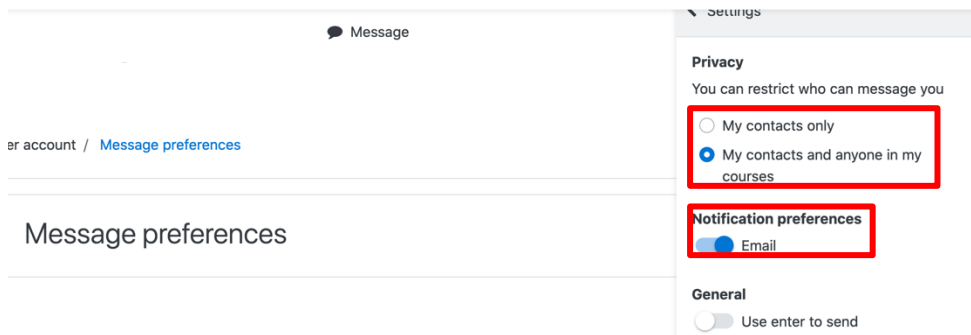
- [Edit profile](#)
- [Preferred language](#)
- [Forum preferences](#)
- [Editor preferences](#)
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Step 3

Another area for communication is via **'Message Preferences'**.



The screenshot shows the Moodle interface for 'Message preferences'. On the left, a breadcrumb trail reads 'User account / Message preferences'. The main content area is titled 'Message preferences'. On the right, a 'Settings' sidebar is open, showing three sections: 'Privacy', 'Notification preferences', and 'General'. In the 'Privacy' section, the option 'My contacts and anyone in my courses' is selected and highlighted with a red box. In the 'Notification preferences' section, the 'Email' option is selected and highlighted with a red box. In the 'General' section, the 'Use enter to send' option is currently turned off.

Step 4

You can choose to receive emails from your contacts only.

You can also choose whether receive email notification or not.

It is recommended you stay with the default settings shown.