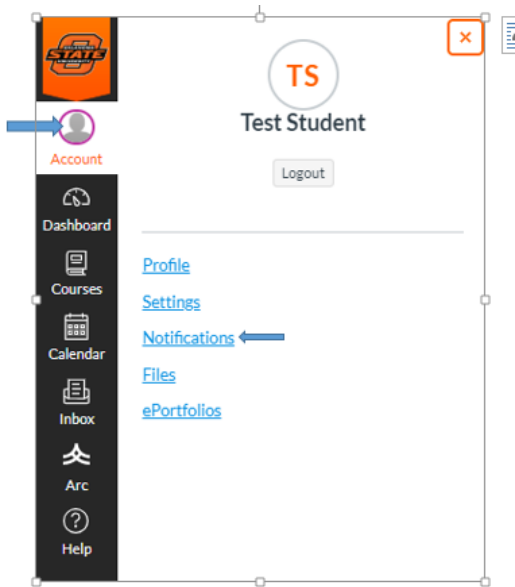




## SETTING UP NOTIFICATIONS IN CANVAS

- 1) Login to <http://my.okstate.edu> with your OKEY
- 2) Click on the Canvas icon in the applications section
- 3) Click on the **Account** link in the black navigation bar
- 4) Click on the **Notifications** link



- 5) Each notification is set to a default preference for each course activity

### Notification Preferences

Notify me right away    
  Send daily summary    
  Send weekly summary    
  Do not send me anything

Course Activities	Email Address emily.boone.canvas@gmail.com	Email Address emboone86@gmail.com	Push Notification For All Devices	Email Address email@email.com	Cell Number 1234567890@tmomail.net
Due Date	1 ✓ ⏰ 📅 ✗	✓ ⏰ 📅 ✗	✓ ✗	✓ ⏰ 📅 ✗	✓ ✗
Grading Policies	2 ✓ ⏰ 📅 ✗	✓ ⏰ 📅 ✗	✓ ✗	✓ ⏰ 📅 ✗	✓ ✗
Course Content	✓ 3 ✓ ✗	✓ ⏰ 📅 ✗	✓ ✗	✓ ⏰ 📅 ✗	✓ ✗
Files	✓ ⏰ 4 ✗	✓ ⏰ 📅 ✗	✓ ✗	✓ ⏰ 📅 ✗	✓ ✗
Announcement	✓ ⏰ 📅 ✗	✓ ⏰ 📅 ✗	✓ ✗	✓ ⏰ 📅 ✗	✓ ✗
Announcement Created By You	✓ ⏰ 📅 ✗	✓ ⏰ 📅 ✗	✓ ✗	✓ ⏰ 📅 ✗	✓ ✗



- 6) Click the **Checkmark** icon [1] to receive notification right away
- 7) Click the **Clock** icon [2] to receive daily notification
- 8) Click the **Calendar** icon [3] to receive weekly notification
- 9) Click the **Remove** icon [4] to not receive any notification
- 10) If you have additional questions, you may access more information on notifications [here](#).
- 11) Access the **help** icon in the black navigation ribbon to chat or talk to a Canvas representative.  
Email [helpdesk@okstate.edu](mailto:helpdesk@okstate.edu) or call 405-744-4357 to access OSU helpdesk.