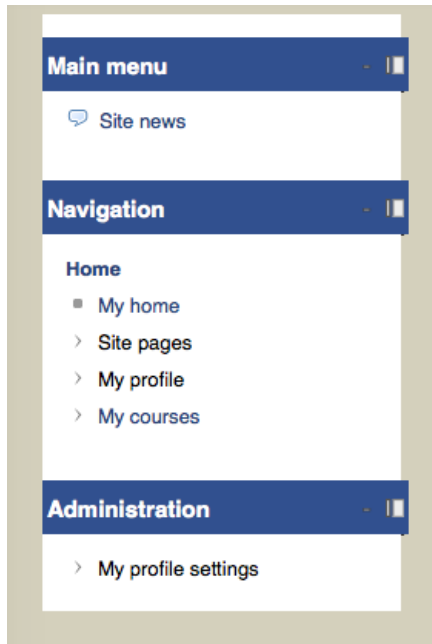


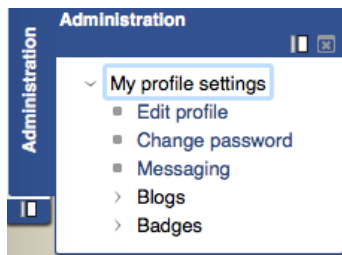
Managing email from PCJ Learning Management System Forums

The controls to manage the emails sent to your email address from the LMS are in your profile.



The profile is in the Administration block which you will find on the left side of your screen. If you have minimized the blocks (docked them on the left margin) they look like the box on the right side of the screen.

Hint: Clicking on the white box in the block banner minimizes the block to give you more screen space for your class material.



Clicking on the My Profile Settings brings up this menu:

Click on the MESSAGING selection to bring up The Messaging options.

Scroll down in the list to find FORUMS

Forum	Popup notification	Email
Subscribed forum posts		
When I'm logged in	<input type="checkbox"/>	<input checked="" type="checkbox"/>
When I'm offline	<input type="checkbox"/>	<input checked="" type="checkbox"/>

To deselect getting an email each time that a forum post is made, click on the two check boxes in the Email column.

The resulting selection will be:

Forum	Popup notification	Email
Subscribed forum posts		
When I'm logged in	<input type="checkbox"/>	<input type="checkbox"/>
When I'm offline	<input type="checkbox"/>	<input type="checkbox"/>

After you have made these changes, scroll to the bottom of the page and click the button for SAVE PROFILE CHANGES

When you are done, click the Learning Home button at the top of the page to return to the home page.