Messaging Settings

Moodle users can program how and why they receive certain notifications. Locate the **Administration** block and expand the **My profile settings** menu; click **Messaging** to open the notification methods configuration. This brings up a screen that allows users to determine how they wish to be notified, both when logged in to the portal and logged out. Users can choose **Popup notification**, **Email**, or both for each option.

The important settings to take note of are the following (please note that not all options may be available):

- Personal messages between users
- Assignment notifications
- Feedback notifications
- Feedback reminders
- Subscribed forum posts
- Subscribed advanced forum posts
- Quiz notifications
- Essay graded notifications

You may have the option in this screen to change the e-mail address to which your notifications are sent. If so, there will be a field labeled **Email**. The default is the e-mail address registered with your user profile. Lastly, you have **General settings** options that will allow you to **Prevent non-contacts from messaging me**, as well as enable a "beep" when a popup notification is displayed.