

# Canvas: Change notification preferences

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## Enter additional email account

1. Log in to Canvas.
2. Click on **Account**.
3. Click on **Settings**.
4. On right side of page, click on **+Email Address** (should have Clemson email address listed by default).
5. Enter **email address**.
6. Click on **Register Email**.
7. Click **OK Thanks** on the next screen that displays: **We emailed a confirmation link to ... Click the link in that email to finish registering. Make sure to check your spam box in case it got filtered.**
8. Go to email account and finish registering.

## Change Notification Settings so Notifications are sent to new email

1. Click on **Account**.
2. Click on **Notifications**.
3. Select the Notification Preferences for the course activity in the columns under the email address on the right by clicking on the appropriate icon.

If you have more questions, email [ITHELP@clemson.edu](mailto:ITHELP@clemson.edu) or call 864-656-3494.

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