

How are emails from Moodle forums sent to me?

By default, students receive forum messages as a daily digest in the evening. The digest is a single email containing all forum messages, which prevents students from receiving too many emails.

The email digest email is difficult to read – can I change that?

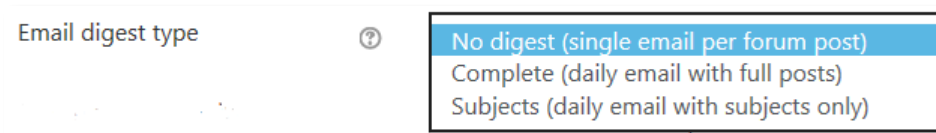
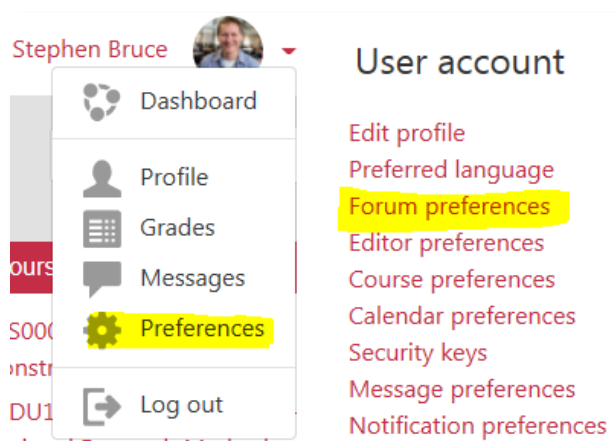
From your Moodle dashboard you should click on your name and select 'Preferences'.

In the next page click 'Forum preferences'.

There are three options from the email digest type drop-menu.

No digest means you will get a single email for every forum post.

Subjects means you will still get an email digest but it will only contain headings, which are just links to the forums in Moodle

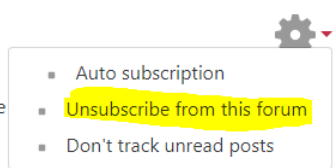


How can I stop receiving emails from a forum?

Forum subscriptions control whether students are notified by email when new messages are posted. If the forum has been setup by the module leader with **optional** or **auto subscriptions** then you can unsubscribe from the forum by clicking the cog icon and choosing the unsubscribe option.

Announcements

General news and announcements will be posted here receive an email notification.



If the forum has **forced** subscription then you cannot unsubscribe, so check with your module leader if that is the case.

How can I manage my Office 365 email inbox?

Students can set up rules to automatically perform specific actions on messages as they arrive. This can be very helpful for managing Office 365 inboxes and is a skill that transfers to the work place.

For instance students may wish to create folders and create a rule that automatically moves messages from Moodle to those folders. Or students may wish create a rule that forwards certain email messages to a personal email address.

Guidelines for creating and using rules can be found in this Ask Napier article:

<https://ask.napier.ac.uk/article.php?id=128>