

How do I stop receiving emails regarding postings

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How do I stop receiving emails regarding postings from forums in the eLearning Centre?

There are two ways to stop receiving emails about forum postings. Both steps require you to log into the eLearning Centre (<http://learning.desouzainstitute.com>) first.

- 1 . Go to the course you want stop receiving emails from
- 2 . Click on the forum you want to stop receiving emails from.
- 3 . Click **Unsubscribe from forum** button at the top right of the list of discussions to prevent getting emails from forum postings in that forum in the future

For some forums such as **Course News and Announcements** you will always receive an email as these are reserved for important news regarding your course.

To turn off all emails about ALL forum posts:

- 1 . Click your name in the top right corner of the eLearning Centre and then click "**Preferences**"
- 2 . Then click "**Notification preferences**" at the bottom of the list in the "**User account**" box
- 3 . Scroll down to the Forum section, and in the "Subscribed forum posts" and "Subscribed forum digests" rows, find the Email column on the far right, click the toggle so it shows greyed out and switched to the left