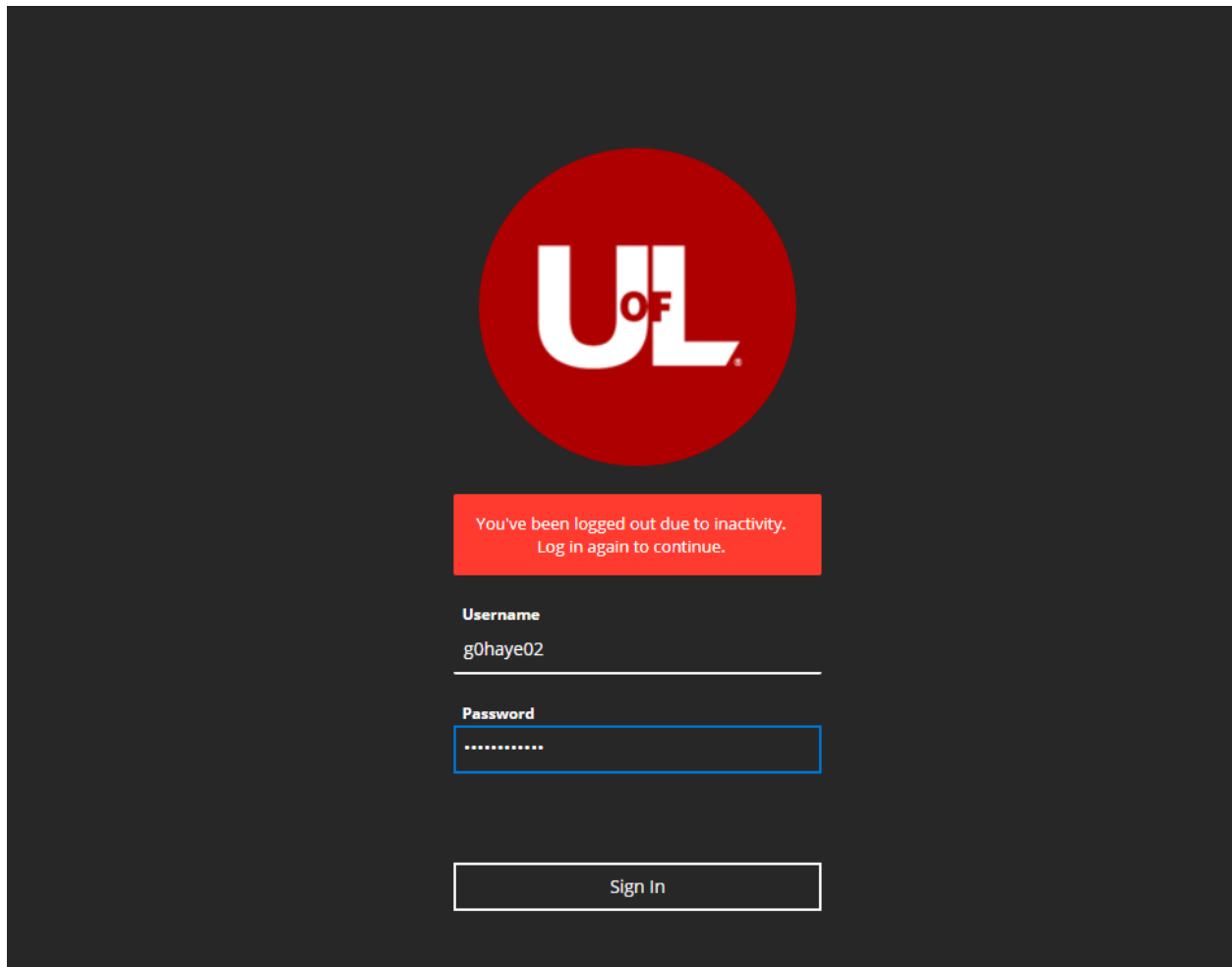



## How to Minimize your Email Notifications in Blackboard

1. First, sign in to Blackboard by visiting the Blackboard login page at [blackboard.louisville.edu](https://blackboard.louisville.edu) and entering your username and password.





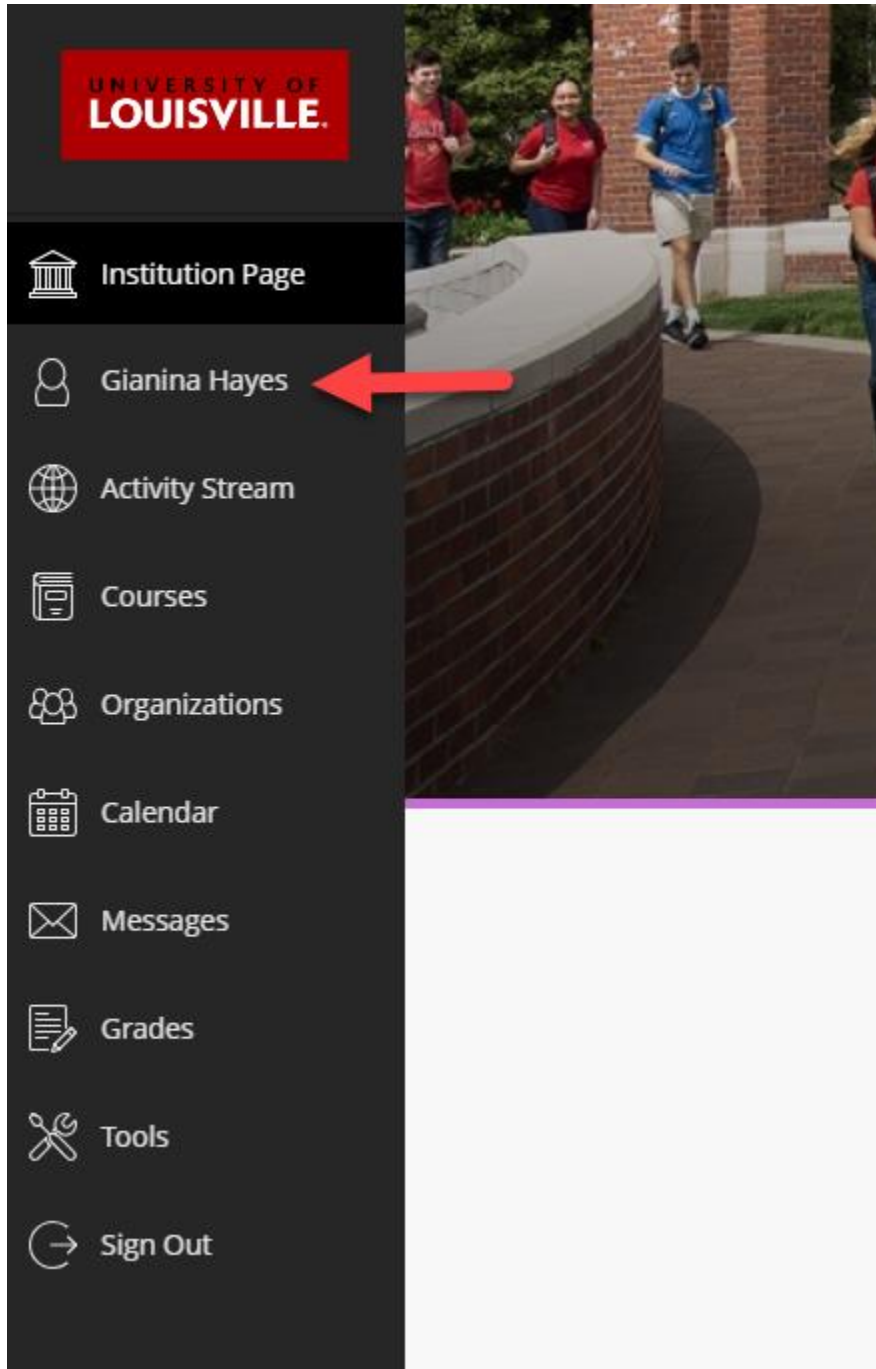
You've been logged out due to inactivity.  
Log in again to continue.

**Username**  
g0haye02

**Password**  
.....



Sign In

2. Once you are logged in, select your name in the left pane, which should be located underneath the *Institution Page* tab.



3. You are now on your Profile page. Once there, under *System Settings*, you will find the *Global Notification Settings* section. Select *Email notifications*.

## System Settings

<b>Language</b>	System Default (English (United States))
<b>Privacy Settings</b>	<a href="#">Only administrators and other instructors can view my profile information</a> 
<b>Global Notification Settings</b>	<a href="#">Stream notifications</a> <a href="#">Email notifications</a> 

4. Under Email Notifications, select Email me once a day. Next, under *Notify me by email about these activities*, uncheck all of the checked items.

The screenshot shows the 'Notification Settings' interface. At the top, there is a 'Profile' header with a close button (X) and the title 'Notification Settings'. Below this is a navigation bar with a globe icon and an envelope icon. The main section is titled 'Email Notifications' and contains two radio button options: 'Email me right away' (selected) and 'Email me once a day' (unselected). Below these is a section titled 'Notify me by email about these activities:' with a list of seven items, each with a checked checkbox and a red arrow pointing to it: 'New gradable items', 'New grades and feedback', 'New messages', 'New content added', 'New and upcoming due dates', 'Past due items', and 'New courses available'. At the bottom of the screen are two buttons: 'Cancel' and 'Save'.

Profile

## Notification Settings

Email me right away

Email me once a day

Notify me by email about these activities:



- New gradable items
- New grades and feedback
- New messages
- New content added
- New and upcoming due dates
- Past due items
- New courses available

Cancel Save

5. Your profile should only have the *Email me once a day* radio button selected. Now, click *Save*. You have successfully minimized your email notifications in Blackboard.

Profile

## Notification Settings

### Email Notifications

Email me right away  
 Email me once a day

Notify me by email about these activities:

- New gradable items
- New grades and feedback
- New messages
- New discussion messages
- New content added
- New and upcoming due dates
- Past due items
- New courses available

