# Managing SIDE emails

💡 SIDE emails may come from teachers, students and/or forum notifications. There are several ways in which you can manage the emails you receive from SIDE.

## Emails from Moodle courses

Option 1: Forum Subscription

Some forums in your courses allow you to manage your subscription, while others do not. The News or Announcements Forum for example is a forced subscription which you cannot change:

Administration

∨ Forum administration
◼ Forced subscription
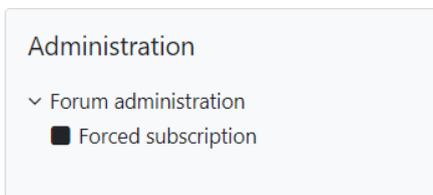
To subscribe or unsubscribe from a forum that allows optional subscription:
1. Open the forum
2. In the administration block, expand the Forum administration menu and select either subscribe or unsubscribe.

Administration

∨ Forum administration
◼ Optional subscription
◼ Unsubscribe from this forum

Administration

∨ Forum administration
◼ Optional subscription
◼ Subscribe to this forum
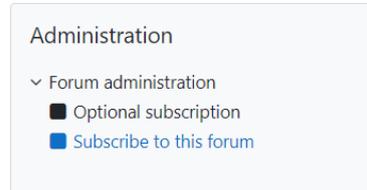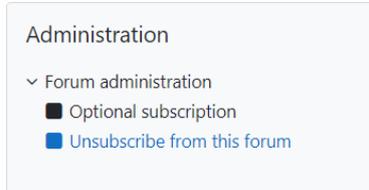
By subscribing to a forum, you will receive an email notification when someone contributes to that forum. By unsubscribing, you will stop receiving these emails. To view what others have contributed, you will need to open and view the forum in your Moodle course.

Option 2: Email digest

Another option within Moodle, is to change the way in which you receive email notifications from Moodle forums. This is called your email digest. You can set your email digest to:
1. **No digest** - you will receive an e-mail per forum post;
2. **Complete** - you will receive one digest e-mail per day containing the complete contents of each forum post;
3. **Subjects** - you will receive one digest e-mail per day containing just the subject of each forum post.
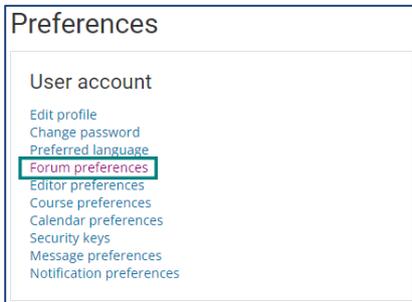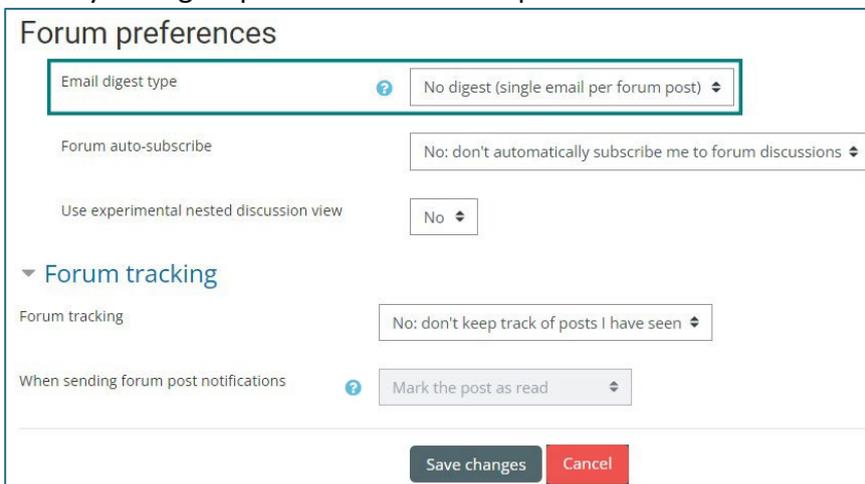
To change your email digest:

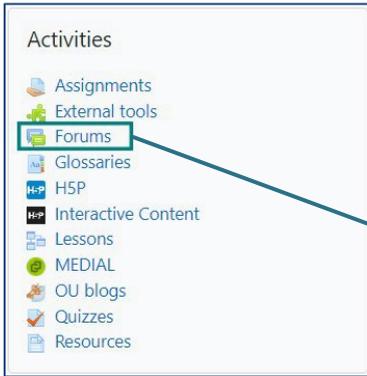1. Go to Preferences in your user profile:
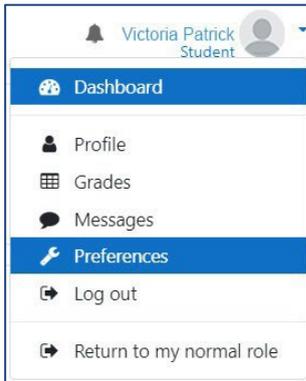
2. Select forum preferences:

3. Select your digest preference in the drop down menu next to **Email digest type**:

If the **Activities block** is available in your course, you can also choose individual digests per forum. See image on next page.
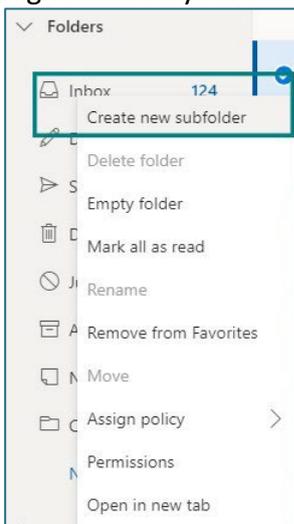
Activities

- Assignments
- External tools
- **Forums**
- Glossaries
- H5P
- Interactive Content
- Lessons
- MEDIAL
- OU blogs
- Quizzes
- Resources

General forums

Forum	Description	Discussions	Subscribed	Email digest type ⍰
News and Announcements	General news and announcements	18	Yes	Default (No digest) ✎

Managing emails within the Department of Education Outlook 365 email:

Another way to manage your emails, is within Outlook email app. Here you can create a folder and automatically direct Moodle emails to go to it. **Important note:** If you do choose to manage your Moodle emails this way, don't forget to check the folder regularly for important messages!
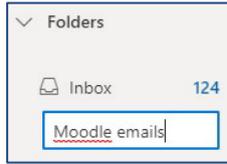
To set up a folder in your inbox and a mail rule:

4. Log in to your Student Email account.

5. Right click on your Inbox and select **Create new subfolder**:

> ⌄ Folders
>
> ☐ Inbox   124
> Create new subfolder
> Delete folder
> Empty folder
> Mark all as read
> Rename
> Remove from Favorites
> Move
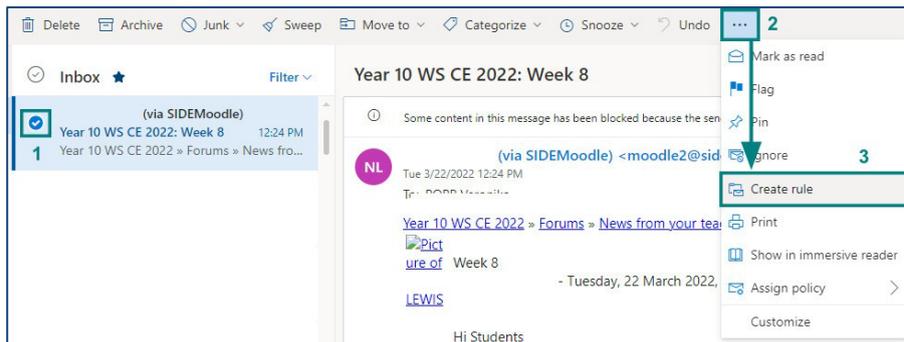> Assign policy   〉
> Permissions
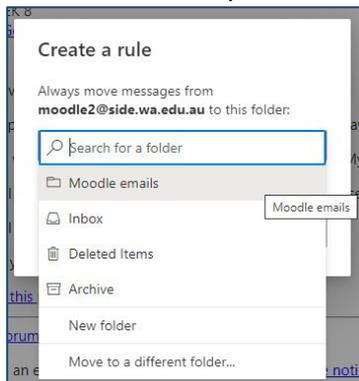> Open in new tab

6. Label your sub folder/s:

Next, you will need to create a rule for Moodle emails to be sent directly to that folder. To do this:

1. **Select** a Moodle message in your Inbox.

2. Click on the dotted **menu** and select **Create Rule**.

3. Select the folder you would like to filter your emails to and click OK.

4. Choose if you want to run the rule immediately or not. Doing so will move all existing Moodle notifications currently in your inbox to your new folder. Click OK.
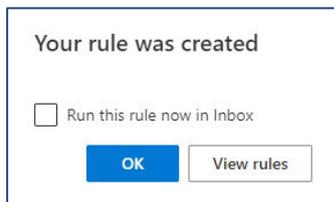
All future email notifications from Moodle forums will now be filtered into this folder. Don't forget to check it regularly! You can set up folders and create similar rules for your different subject areas.