

# Turn on Notifications in Schoology

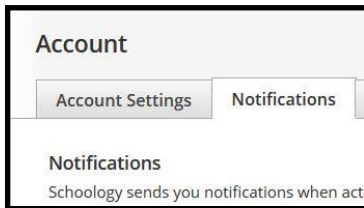
You can turn on your Schoology notifications so you can now receive them in your SPS Student Email in Outlook. Get notified when your teacher sends a message in Schoology or when updates or materials have been added to any of your courses.

## Notifications

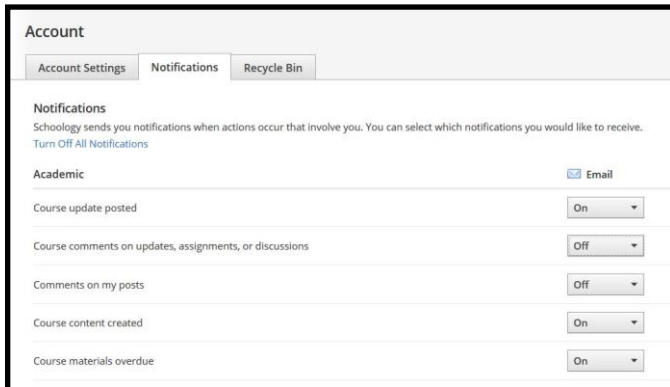
- Turn on Notifications in Schoology
- Reply to Notifications from Outlook

## Turn on Notifications in Schoology

1. Open Schoology.
2. Click on your name and select **Settings** from the drop-down menu.
3. Click on the **Notifications** tab.



4. Since the default notification settings is Off, select the button next to the notification that you want to change and choose **On**.



5. For *Academic*, you can turn on notifications for *Course updated posted*, *Course content created*, and *Course materials overdue*.

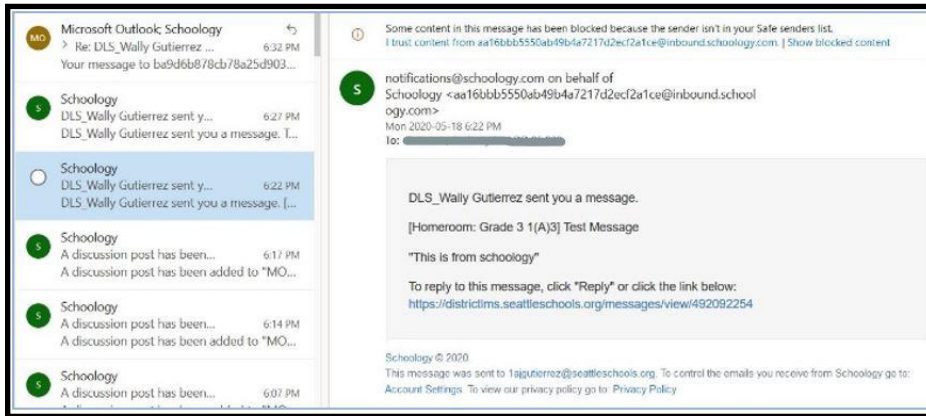
**Note:** It is recommended that you limit your notifications for other categories like Groups and School, to *updates posted* and *content created* rather than anything with comments. Otherwise you will receive notification each time a comment is made. This will result in receiving a large number of email messages in Outlook.

## Schoology Notifications

6. For *Personal*, you can turn on the notification for **Receive a private message** which means that you will also see the Schoology messages sent to you in your SPS email.

### Reply to Notifications from Outlook


1. Open Outlook.
2. Click the Inbox to view the list of messages.
3. Notification messages are labeled from *Schoology*. Select a message to preview.



4. The email address will be from [notifications@schoology.com](mailto:notifications@schoology.com) on behalf of Schoology.
5. Click on the Schoology link within the email message to reply back.



6. *Messages* screen will open up in Schoology. (If Schoology is not already open, you will need to sign in.)

**Note:** Make sure you click the Schoology link. If you click the reply icon  in Outlook and click Send, you will receive an error message in your Inbox.