

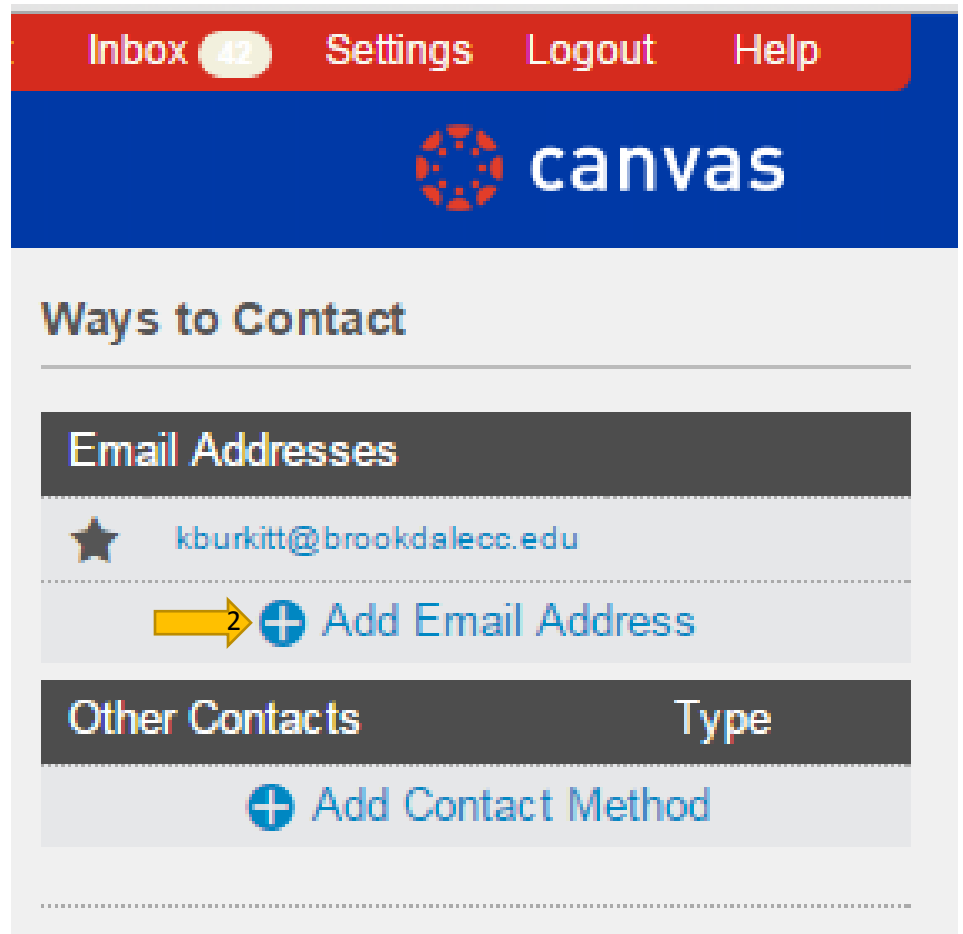
Canvas Tips for Faculty

Add Contact Method

Canvas allows you to link, add, and customize multiple email addresses to your Canvas shell. You can also sync your cell phone's carrier to Canvas as well, thus allowing for mobile alerts and notifications.

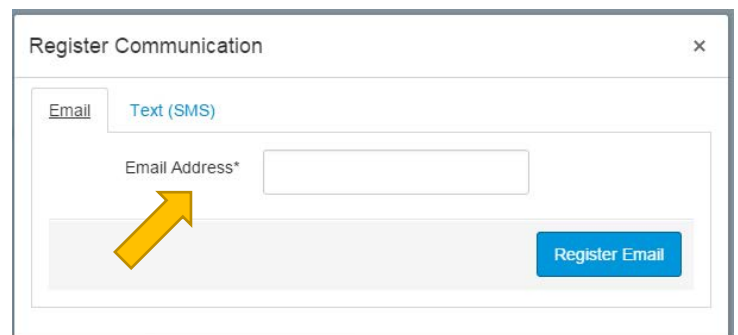
For this example we will use the global settings tab to add an additional email address and cell phone number to Canvas.

1.) From the red Settings tab, select **"Ways to Contact"** in the upper right hand corner of the screen.

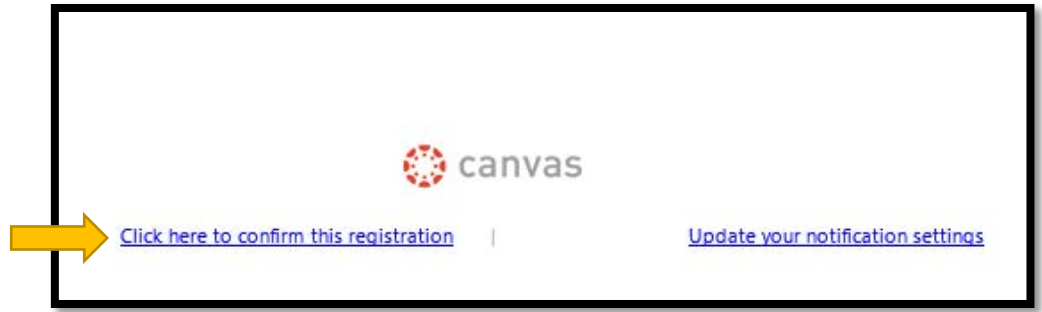


2.) Next, choose **"Add Email Address"** from the Ways to Contact menu.

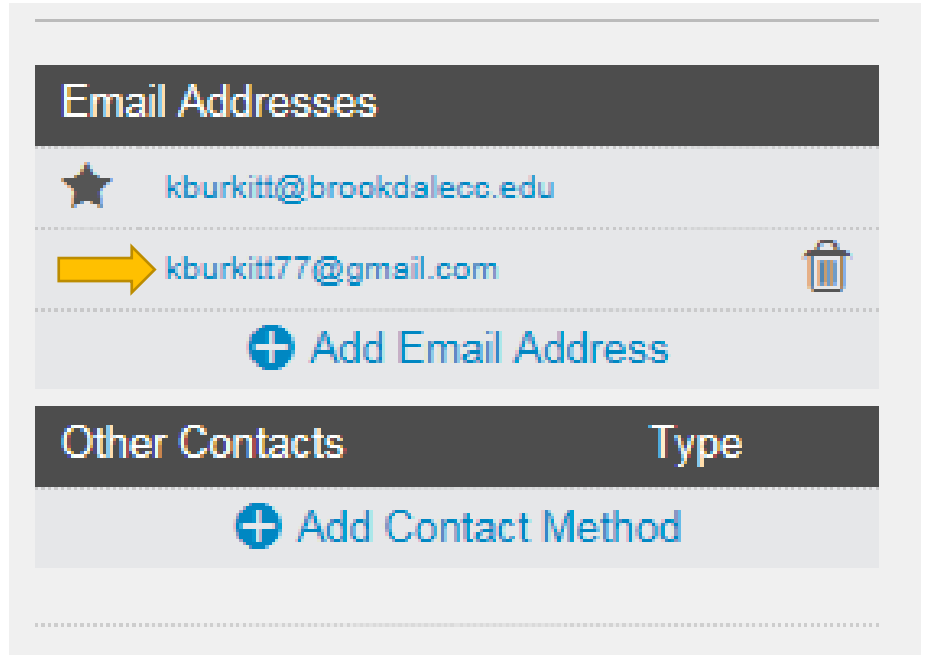
3.) Enter the new Email Address that you wish to link to your Canvas account.



4.) From your Email account, confirm the new Email Address that you wish to link to your Canvas Account.



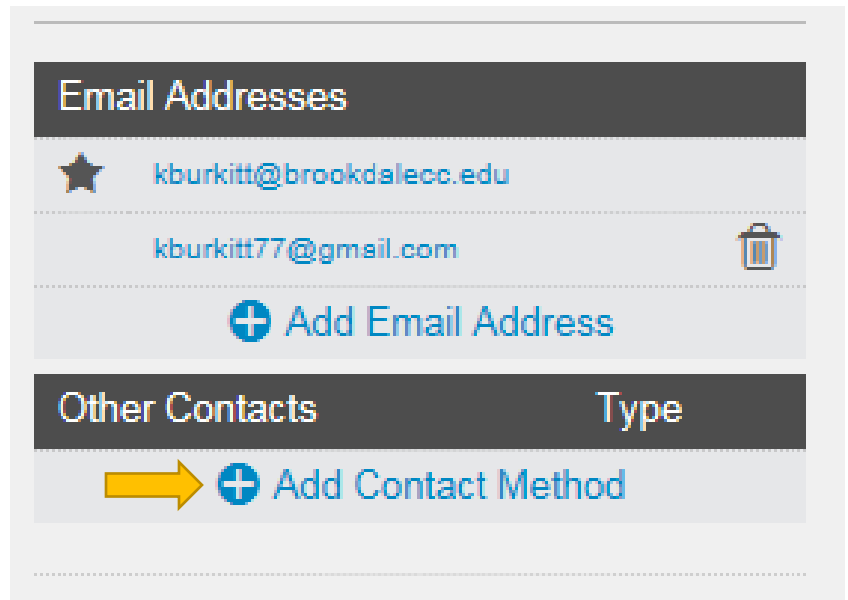
5.) Once confirmed, the new Email Address will be automatically linked to your Canvas Account.



6.) From the **Notifications Preferences Tab** on the left hand side you can change the email notification settings for each account that you have active.

	Email Address	Email Address
	kburkitt@brookdalecc.edu	kburkitt77@gmail.com
Course Activities		
Due Date	✓ ASAP	
Grading Policies		
Course Content		
Files		
Announcement		
Announcement Created By You	🕒 Daily	
Grading <input type="checkbox"/> Include scores when alerting about grade changes.		
Invitation		
All Submissions	✓ ASAP	
Late Grading		
Submission Comment		

7.) If you want to add mobile or cell phone contact methods, click on **“Add Contact Method.”**



8.) Register your cell phone or mobile device by entering your Cell Number, Carrier, and SMS Email Address.

Enter the area code and phone number, but do not enter any other information in this field.

9.) Enter your SMS Email Address. For instance, if your phone number is 333-444-5555, and you were on the AT&T network, your SMS Email Address would be 3334445555@mobile.att.net

Your SMS Email Address may look something like this.

AT&T	####@mobile.att.net ####@txt.att.net
Sprint	####@messaging.sprintpcs.com
T-Mobile	####@tmomail.net
Verizon	####@vtext.com