Digesting Emails will limit the number of emails you get from Moodle each day.

Each individual user will need to edit his or her profile settings to receive bulk emails from Moodle.

Log into Moodle.

In the top right hand corner, your name should appear after the “You are logged in as”.

Click on your name to enter your profile. (This is one of many ways to enter your profile settings).

Your profile page displays information about you. You can also set your email controls in the Edit Profile section.

Click on the “Edit Profile” button on the gray bar under your name.

By default, Edit Profile shows your basic information, including name, email address, city/town, etc.

On the right side of the page, there is a gray button that says “Show Advanced”. Click the “Show Advanced” button to edit your email settings.
The page will reload with a number of options added, including a number of email options.

Locate the line that says "Email Digest Type". The default setting is set to "No digest (single email per forum post)".

Click on one of the options listed in the sub-menu.

Complete (daily email with full posts) will send an email with the full text of all items posted.

Subjects (daily email with subjects only) will send an email with the subject only of items posted.

Before you press the "Update Profile" button at the end of the page, make sure the items marked in red are filled in. This includes putting information in the box labeled "Description".

Press "Update Profile" at the bottom of the page to save all changes.