

## Course Outline Mapping and Management System (COMMS 3.0) Resources

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### Setting up Email Digest in COMMS

#### Log in

A. Navigate to COMMS at [www.algonquincollege.com/comms](http://www.algonquincollege.com/comms).

COMMS

Sign in

Email address

Password

Sign in

[Forgot password](#)

[Resend email confirmation](#)

**Continue with Microsoft**

Continue with Quicklaunch

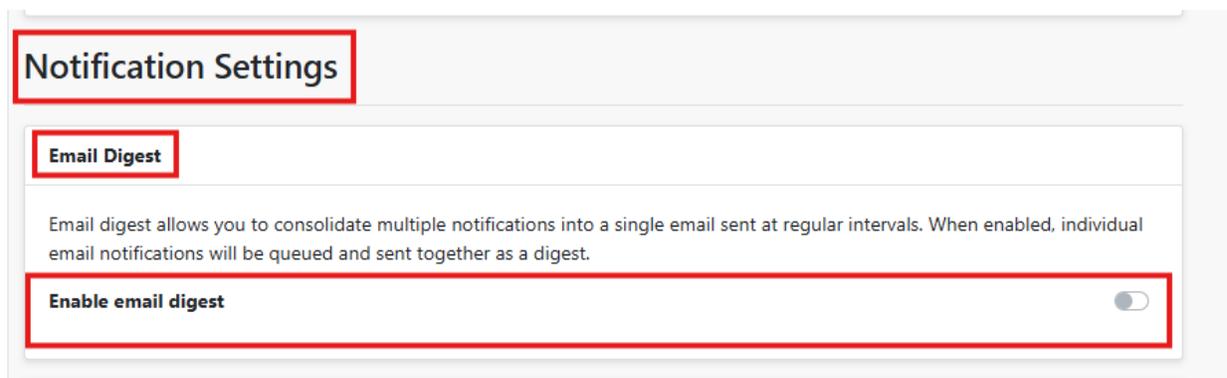
B. If you access COMMS through a URL, a log in page will appear. Click **“Continue with Microsoft”** to log in. Do NOT sign in with your username and password. You are already signed into the Algonquin network so “Continue with Microsoft” is the option for you!

# Email Digest

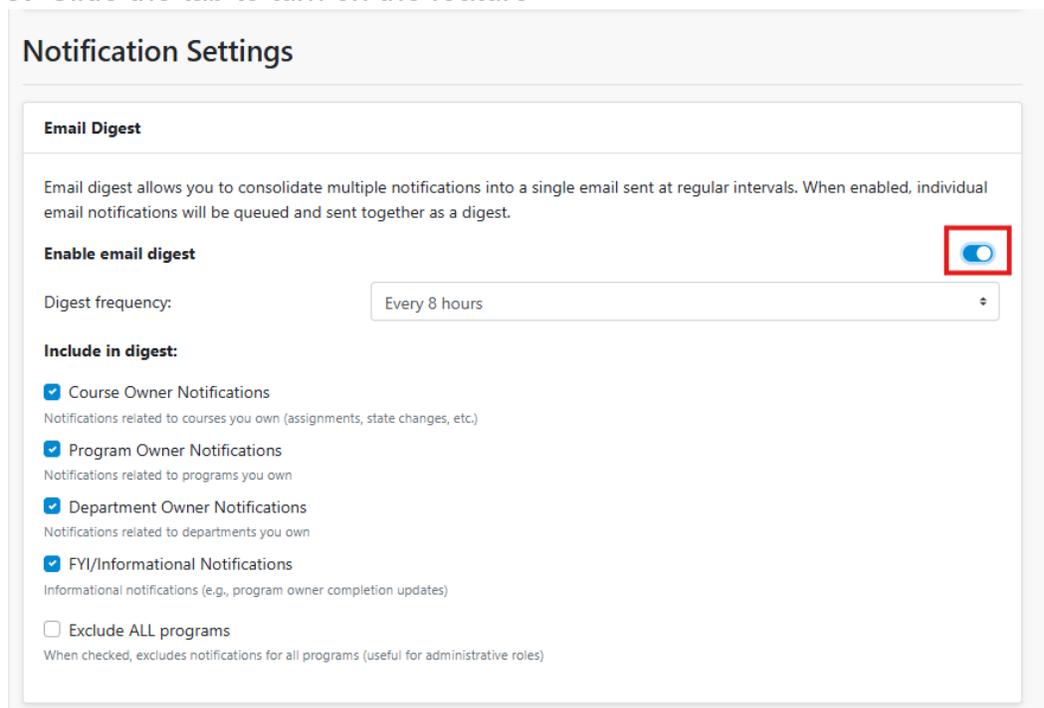
- A. Logging in will take you to your **Dashboard**. Click on the Person Icon on the top right-hand corner.



- B. It will bring you the **Account Settings** page. Under **Notification Settings** you can see the **Email Digest**.



- C. Slide the tab to turn on the feature



Now you can adjust the frequency of your email notifications as well as what notifications you will receive.