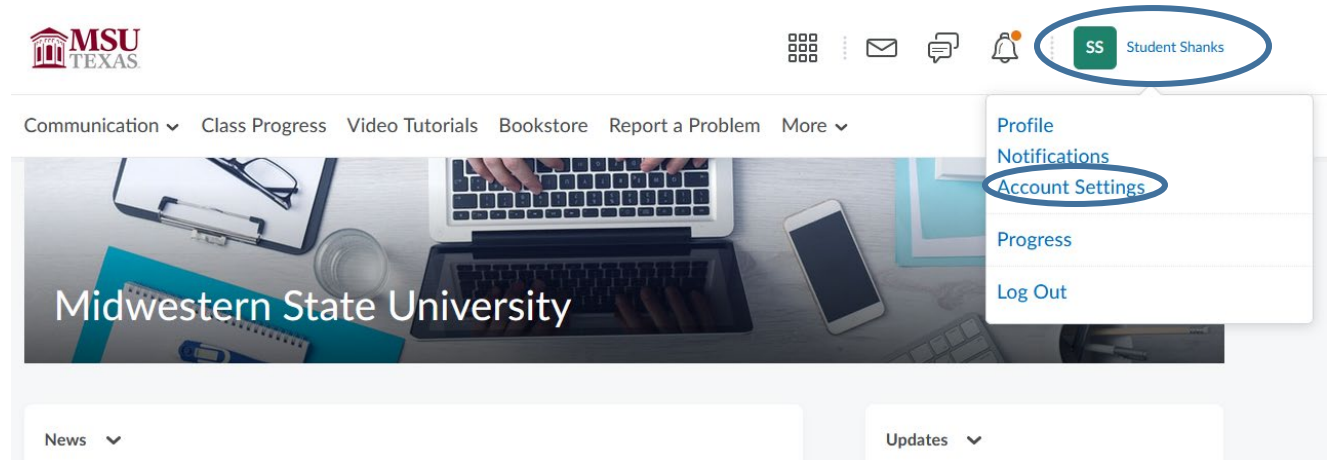# Account Settings

To view your account settings, from the D2L home page, click your name in the top right corner and select account settings.

Font, Read, Video:

Under the first tab, **Account Settings**, you can change many options. **Font Settings** will allow you to change the size of the font for D2L. **Reading Content** give you the choice to automatically mark items as read as the page scrolls. By default, it is on; check the box to turn it off. **Video Settings** allows you to ensure assistive technologies, like screen readers, can detect videos.

Reading Content

Some tools automatically mark content as read as you scroll it into view. If you use an assistive technology such as a screen reader then you may wish to disable this feature by checking the box below.

☐ Do not automatically mark items as read as the page scrolls

Video Settings

This setting ensures assistive technologies can detect videos. As a consequence, videos will overlap menus. It does not influence the accessibility of specific players.

☐ Optimize video presentation for programmatically-driven assistive technologies

Local and Language:

The **Local and Language** section allow you to change your preferred default calendar, date, clock, first day of the week, and number formats. *Some courses may override your selections.**

Locale & Language

Preferred Locale and Language

-- Default -- English (United States)

You may change the default calendar, date, time, and number formats set by your organization. Some courses may override your selections.

Clock

-- Default -- (12 Hour AM/PM)

First Day of the Week

-- Default -- (Sunday)

Date

-- Default -- (M/d/yyyy)

Number Format

-- Default -- (1,234,567.890)

Percentage Format

-- Default -- (-58 %)

Time Zone:

Time Zone section allows you to choose your preferred time zone.

Time Zone

You can set your preferred time zone, which will show all of your times with dates in that time zone.

Continent

| Americas   ⌄ |

Select a continent to populate the list of time zones.

Time Zone

| GMT-6:00 United States - Chicago   ⌄ |

Offset in hours from UTC, time zone name.

Signing in:

You also have the choice to appear online or offline when logged in.

Signing In

Online Status

⦿ Appear online (when I'm logged in)

◯ Always appear offline

Which option should I choose?

Discussions:

Under the **Discussions Tab**, you only have a few options to change. Those are **Display settings** and **Reply settings.** The display settings gives you the choice to always show the Discussions List pane. Selecting this option will pin the Discussions List pane in the View Topic and View Thread pages. The reply settings gives you the choice to include the original post when creating a reply to that post.

Account Settings	Discussions	Email

Personal Settings

Display Settings

☐ Always show the Discussions List pane ❓

Reply Settings

☑ Include original post in reply ❓

Email:

Under the **Email tab** there are quite a few options to change if you so choose. There are three general options under Email Options. You can enter a "reply to" email address. You can also set up an email signature for your D2L emails.

Account Settings   Discussions   Email

Email Options

☐ Track activity for messages sent to internal email addresses
☐ Include original message in email replies
☐ Send a copy of each outgoing message to kenneth.shanks@msutexas.edu

"Reply to" Email Address

[   ] ❓

Email Signature

| Paragraph ⌄ | **B** | *I* | U ⌄ | A⌄ | ≡⌄ | ≔⌄ | ⊟ | 🔗 | 🖼 | Σ⌄ | ▦⌄ | +⌄ | Lato (Recom... ⌄ | 19px ... ⌄ | ⋯ | ⤢ |

Display Options:

Display Options gives you six settings you can change. **Forwarding Options** allows you to forward all of your D2L emails to your personal email account. You can also tell it to delete, mark unread or mark read after its been forwarded.

Display Options

☑ Show the Message Preview pane
☑ Show the Folder List pane
☐ Mark messages as read when viewed in the Message Preview pane
☑ Show internal email addresses in the Address Book
☑ Show external email addresses in the Address Book
☑ Allow filtering messages and contacts on group enrollment

Forwarding Options

☐ Forward incoming messages to an alternate email account

Email Address

[kenneth.shanks@msutexas.€]

○ Forward and delete from the Inbox folder ❓

○ Forward and mark unread in the Inbox folder ❓

◉ Forward and mark read in the Inbox folder ❓