Canvas Profile and User Settings

The first time you log into Canvas, please set up your profile and confirm your notifications and eMail.

1. Click on Account:
2. In Profile, edit your profile and add an appropriate picture to your profile:
3. In Notifications, make sure your UF eMail address is correct, and confirm that key notifications such as announcements and Inbox “Conversations” (aka eMails) are set to ASAP:
4. In Settings, confirm your UF eMail address.
   - If your eMail address is gray, then click on it.

   ![Image of UF canvas settings page]

   - An eMail will be sent to your UF account with a link to click to confirm the eMail for Canvas.

   The email address, hardemont@ufl.edu is being registered at ufl.instructure.com for the user, Truly Hardemon.

   [Click here to confirm this registration] [Update your notification settings]
After you do this, your eMail address will show as blue in Canvas. (You might have to refresh your webpage to see the change.)

For additional resources on Profile and User Settings, please visit the Canvas Student Guide at:
http://guides.instructure.com/m/4212/c/23873