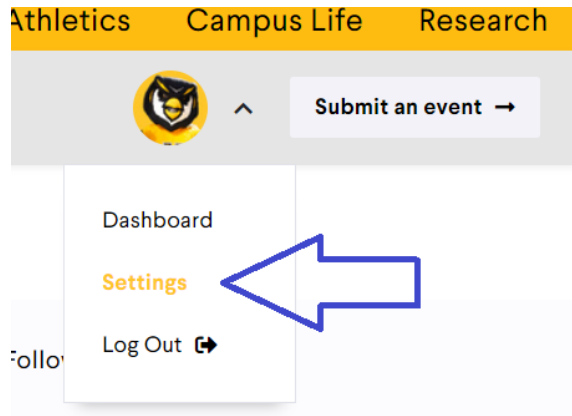


# Make sure you never miss a Center for Excellence in Teaching and Learning (CETL) Event!

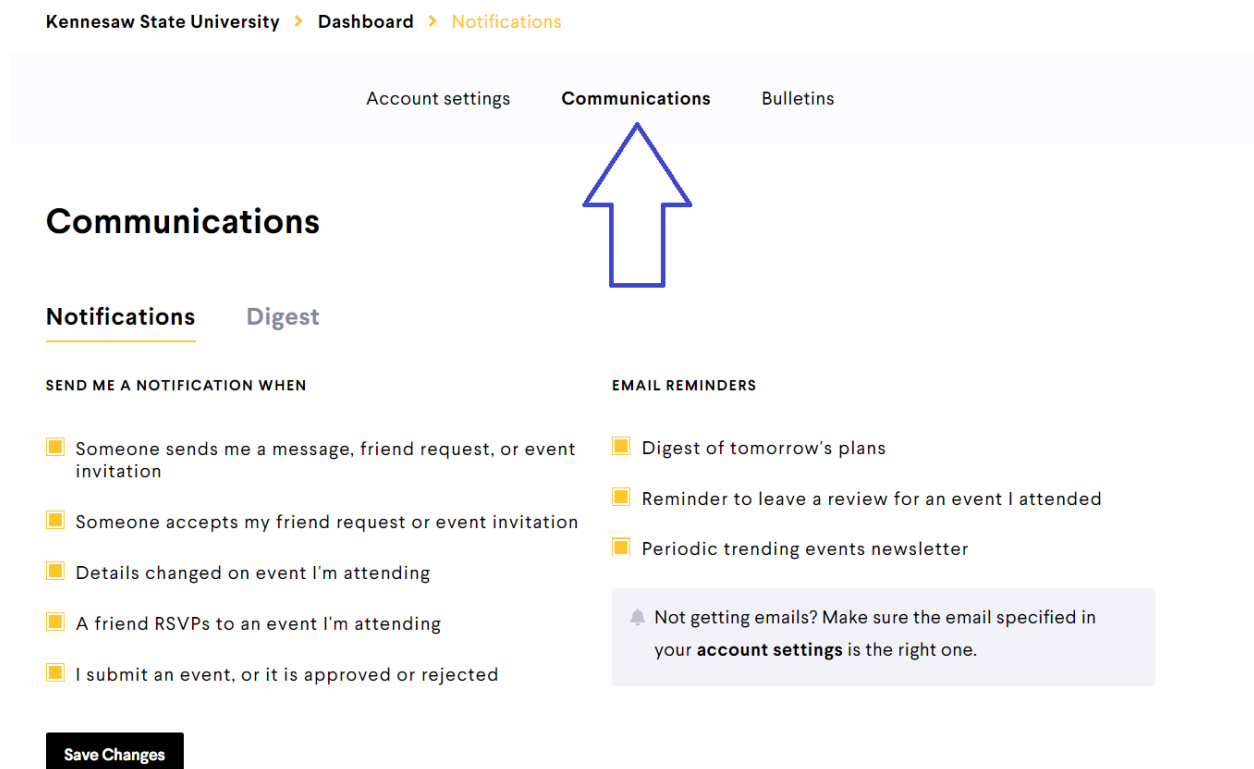
Did you know that you can subscribe to email notifications of upcoming events including events hosted through CETL?

1. Go to <https://calendar.kennesaw.edu/> and log in at the upper right corner. Once you are logged in, go to your profile picture or Scrappy at the top right and select "Settings" from the drop down:



[View Profile](#)

2. Select Communications from the menu at the top of the window. Here you can make sure your have your notification settings set up to your preference.



3. Then, select the “Digest” option and “Create an Email Digest”

## Communications

Notifications

Digest



### WHAT'S A DIGEST?

Digests are a way to receive a weekly email of upcoming events based on your interests. You can create an unlimited number of Digest with all sorts of interesting combinations.

### MY DIGESTS

You have no email digests

Create an Email Digest



From here you can create your digest to your preferences including what day of the week you prefer to receive the email, how many days ahead you want information on events, which host department(s) you want information from like CETL, and more preferences. **Don't forget to save at the bottom of the form!**

## Build an Event Digest Email

Active

### TITLE

CETL

### SEND DAY

Monday

### NUMBER OF RESULTS ?

50

### DAYS AHEAD ?

31

## CONTENT

### DEPARTMENTS

CENTER FOR EXCELLENCE IN TEACHING AND LEARNING (CETL) x