How to Use Email Notifications

Xello Communities
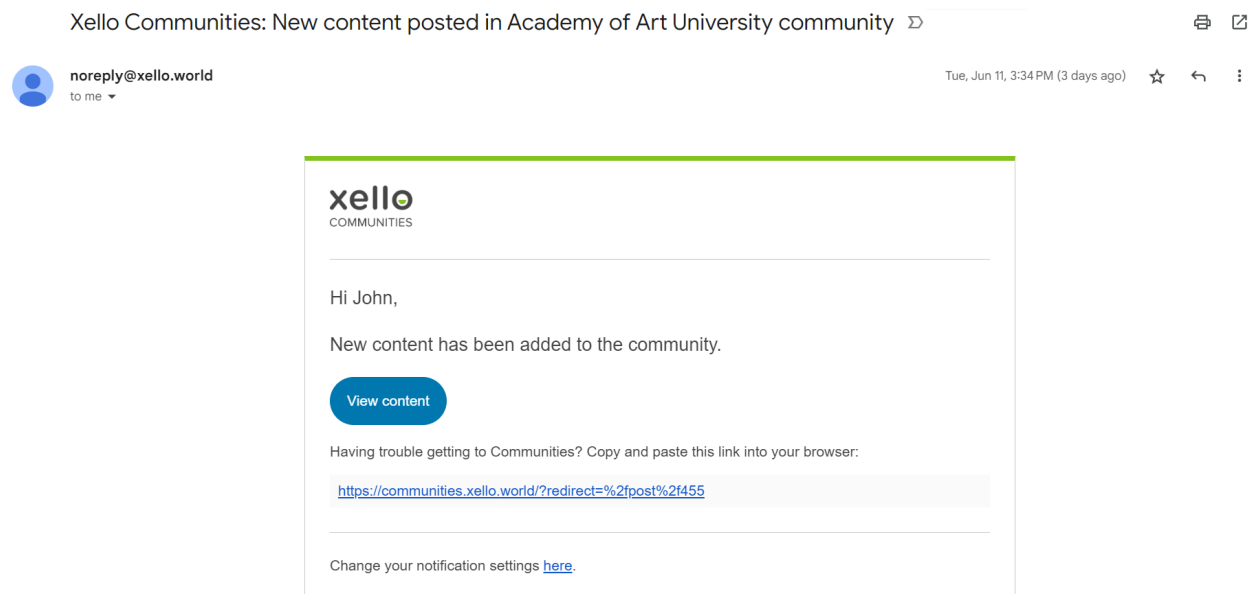
Community Managers can receive email notifications when their students submit a new post, comment on an existing post, or report content.

Email notifications for New Content

When new content is posted to your community, we will send a notification to your email with the subject line: "Xello Communities: New content posted in [School Name]"

The notification will contain a short message and a 'View Content' button to redirect the Community Manager to the new content.

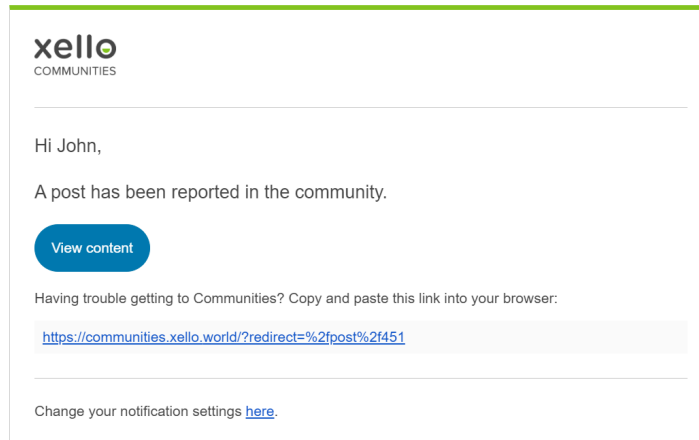## Email notifications for Reported Content

When content is reported on your community, we will send a notification to your email with the subject line: "Xello Communities: New reported content in [School Name]"

xello COMMUNITIES

Xello Communities: New reported content in Academy of Art University community ⟩

noreply@xello.world
to me ▾

Jun 4, 2024, 5:19 PM (10 days ago)

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COMMUNITIES

Hi John,

A post has been reported in the community.

View content

Having trouble getting to Communities? Copy and paste this link into your browser:

https://communities.xello.world/?redirect=%2fpost%2f451

Change your notification settings here.

The notification will contain a short message and a 'View Content' button to redirect the Community Manager to the reported content.

Community Managers can enable and disable certain Email notifications in their notifications settings which can be accessed by navigating to:
https://communities.xello.world/settings/notifications