


# Using course notifications to trigger emails based on actions

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Use 'Course Notifications' feature to customize email templates to receive notifications related to your course. You can trigger emails based on actions such as when a new student enroll in your course or a new payment occurs.

Go to course options and click on "Course Notification Settings",

-  Manage Enrolled Students
- Email Enrolled Students
- Email Prospective Students

 **Course Notification Settings**

You can enable/disable certain email triggers by clicking on the Yes/No slider button. Click "Edit email template" button to customize the email template.

## Course Notification Settings

Instructor E-mail Notifications | **Student E-mail Notifications**

Notify me when a student enrolls in this course:  YES  NO [Edit email template](#)

Notify me when a new payment occurs:  YES  NO [Edit email template](#)

Notify me when someone writes a review:  YES  NO [Edit email template](#)

Notify me when a student finish the course:  YES  NO [Edit email template](#)

**Save**

**Instructor E-mail Notifications** | Student E-mail Notifications

Send welcome email to new students  YES  NO [Edit email template](#)

Send course completion email to new students  YES  NO [Edit email template](#)

**Save**

The email templates comes with variables for easy customization.

Welcome email to new students

Email Subject

Thanks for signing up!

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Hi {student\_name},

Thank you for enrolling in {course\_name}.

Sincerely,

{instructor\_name}