Directions to share with parents on your Welcome Calls so they can forward all Canvas emails (vprep email that is on the Ominbus) to their personal email.

Add Your Personal Email to Notifications

1. **Log in to Canvas.**
2. Click your **Account** icon (top left).
3. Select **Settings**.
4. In **Ways to Contact**, click **+ Email Address**.
5. Enter your personal email, then confirm it using the email link Canvas sends.
6. Once confirmed, go to **Account → Notifications**.
7. Find **Conversations** (that's Canvas Inbox messages) and set it to **notify immediately** for your personal email.

Now, every Canvas message will be sent to your personal email too.