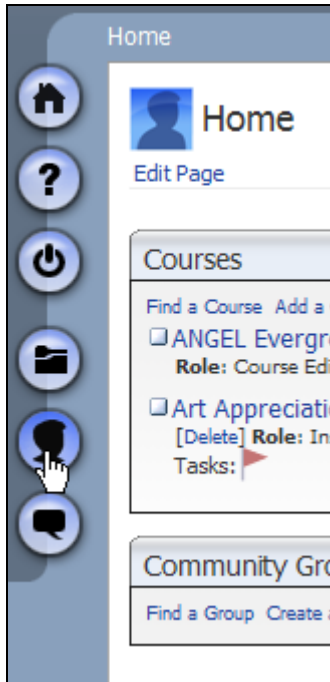
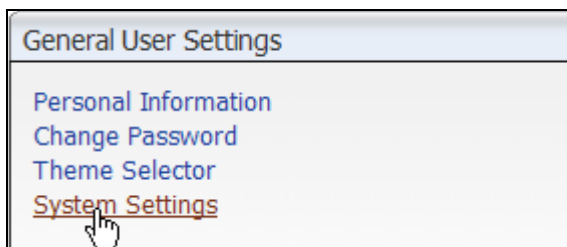


How to Update Your System Settings

1. Login to ANGEL.
2. Click the **Preferences** icon on the power strip.

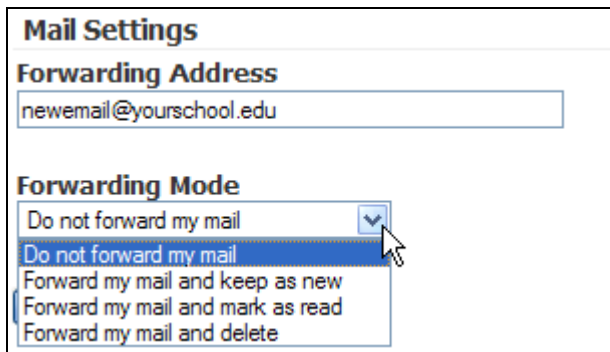


3. Click the **System Settings** link.



4. Select the **User Level** which reflects your familiarity with ANGEL and your preferences for screen assistance and options.
 - The **unspecified** option indicates you have not selected a level and is the same as the beginner level.
 - The **beginner** option provides helpful notes and descriptions of most links throughout the environment.
 - The **intermediate** option eliminates most of the link descriptions making the pages more compact and easy to navigate. This option does not display advanced options by default.

- The **advanced** option removes link descriptions and makes advanced settings more accessible by starting editors in Advanced mode.
5. Enter your **local drive settings** that inform ANGEL which drives on your computer to use to access the specified type of Media such as CD-ROM, DVD-ROM, Hard Drive. (Optional)
 6. If you want to forward ANGEL email to another email address, enter your **Forwarding Address**.
 7. Select your **Forwarding Mode** from the drop-down list.
 - **Do not forward my mail** - if you do not want to forward your ANGEL email.
 - **Forward my mail and keep as new** - if you want to keep your ANGEL email marked as new (unread) and you also want to send a copy of each message to your forwarding address.
 - **Forward my mail and mark as read** - if you want to mark your ANGEL email as read and you also want to send a copy of each message to your forwarding address.
 - **Forward my mail and delete** - if you want to delete each ANGEL email and you also want to send a copy of each message to your forwarding address. **Note:** This setting is not recommended. Once deleted, you cannot recover the course mail message in the course.



Mail Settings

Forwarding Address

newemail@yourschool.edu

Forwarding Mode

Do not forward my mail

Do not forward my mail

Forward my mail and keep as new

Forward my mail and mark as read

Forward my mail and delete

8. Click **Save**.

System Settings

User Level

Beginner
This option provides helpful notes and descriptions of most links.

Intermediate
This option eliminates most of the link descriptions making the interface more concise.

Advanced
This option removes link descriptions and makes advanced settings more accessible.

Local Drive Settings

CD ROM default ▼

DVD ROM default ▼

Floppy Drive default ▼

Hard Drive default ▼

Mail Settings

Forwarding Address

Forwarding Mode