CANVAS GUIDES:
INBOX

The Inbox is a messaging tool that allows students to communicate with their teachers in their courses. The Inbox is split into two panels and displays messages chronologically. Students can view and reply to conversations and sort them by course or Inbox type.

Navigating Inbox:

1 In Global Navigation, click the Inbox link. If the Inbox link includes a numbered indicator, the indicator shows how many unread messages you have in your Inbox. Once you read the new messages, the indicator will disappear.
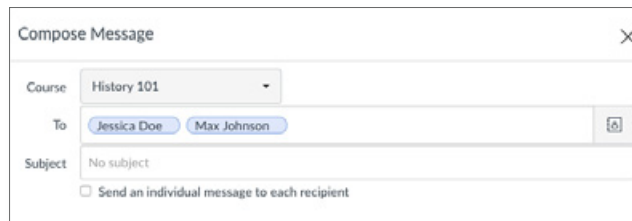

2 To load conversations, filter your messages by course or group and type. You can compose a message at any time using the compose icon. You can also search for conversations by user in the Search by user field.

Sending a Message

1 Click the **Compose** icon.
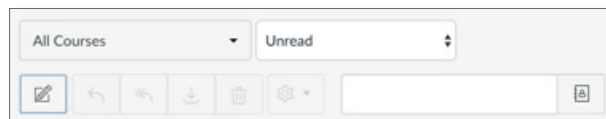
2 In the Courses drop-down menu, select the course where you want to send your message.

3 To add a user, you can search for the user in the To field, or you can use the Course Roster.

4 In the subject line field, enter a subject line for your message.

5 In the message field, type your message. All content is sent in plain text.

6 If you want to include an attachment or media file, click the attachment or media file icons.

7 When you are finished, click the **Send** button.