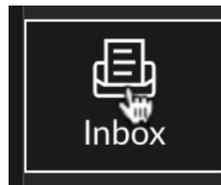




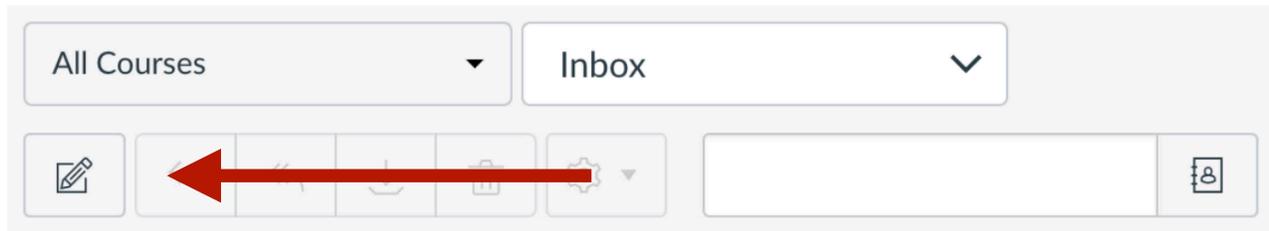
Communicating with Inbox in Canvas

The Inbox tool in Canvas can be used to send messages to students, and communicate with individuals within the Canvas system.

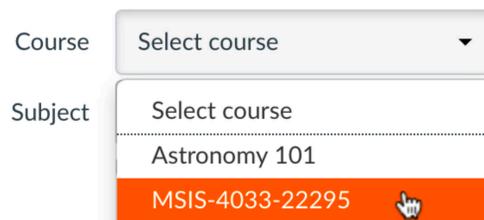
Select Inbox on the vertical navigation bar on the left side of your screen.



The interface is similar to many email programs. Messages show up on the left, and message contents on the right. Icons on the top can be used to write messages, reply to existing messages, and select Inbox, Sent Mail, etc. Click the pencil icon to compose a new message.



Use the menus to select a course to which you want to send a message.



After selecting a course, use the icon on the right to specify a set or subset of individuals within the course to whom you want to send the message.





Enter a subject line, and then type your message. To send a copy to each person individually, check the box below the subject line. This is similar to the BCC function in most email programs.

Subject

Exam Review Tomorrow

Send an individual message to each recipient

When you send emails within Canvas, they stay within Canvas. However, you can also have a copy sent to your Outlook email. Click on your Account picture in the top-left corner, and then choose Notifications. Scroll down to Conversations, and click the following check boxes so they turn green:

Conversations

Added To Conversation	<input checked="" type="checkbox"/>			
Conversation Message	<input checked="" type="checkbox"/>			
Conversations Created By Me	<input checked="" type="checkbox"/>			