

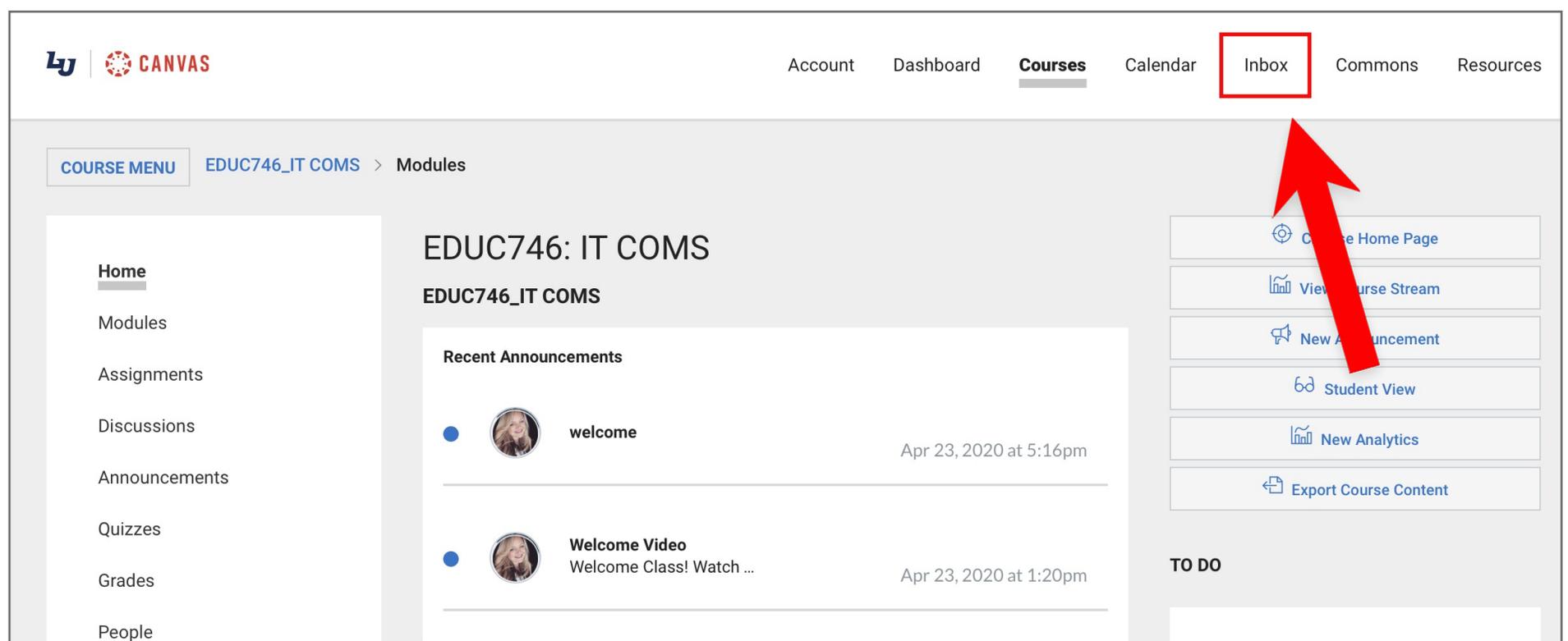
Introduction



In this document, you will learn how to navigate to and use your Inbox within a Canvas course.

Instructions

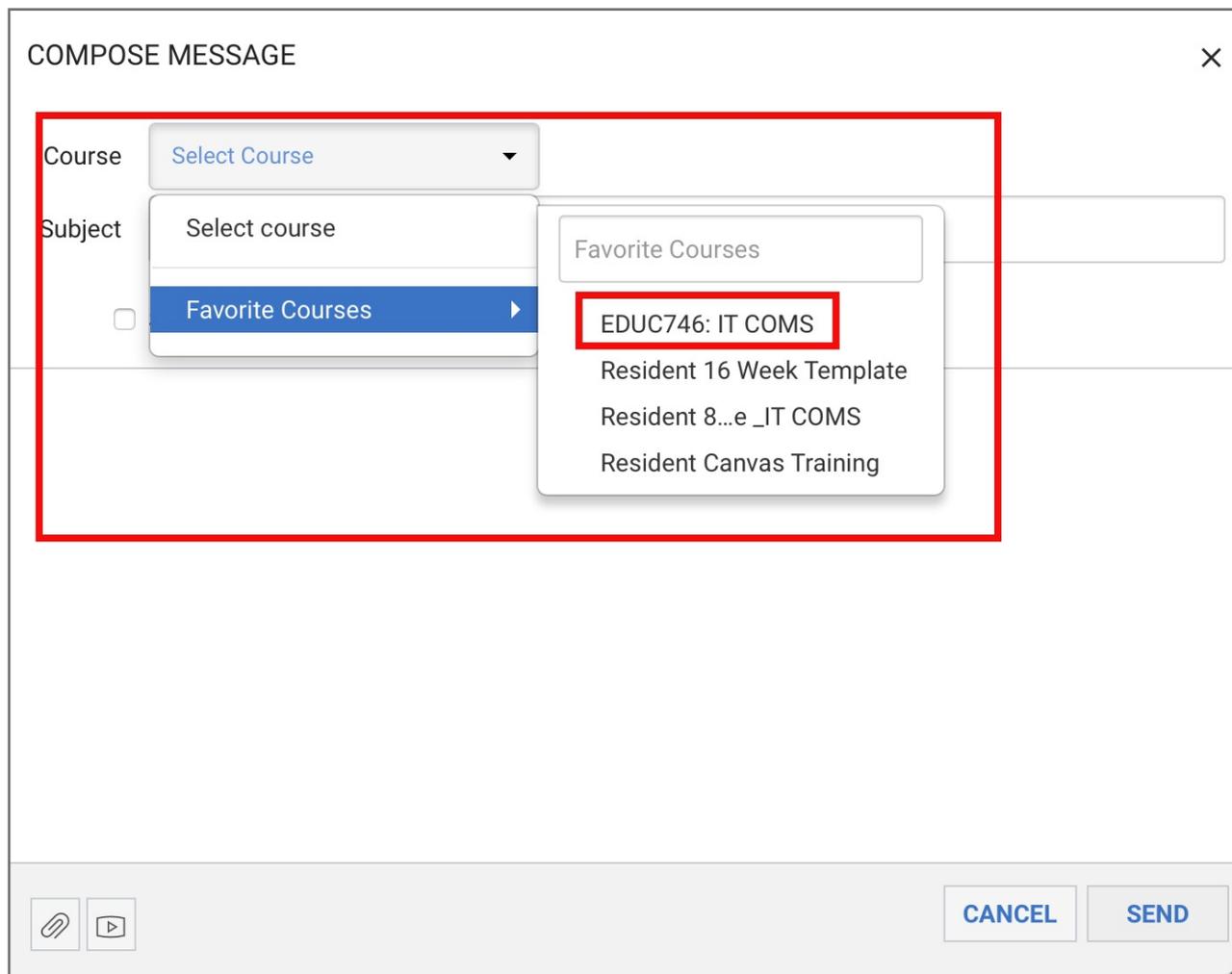
Step 1: To access your Inbox, click on the “Inbox” tab from the top Canvas Menu.



Step 2: Compose a new message by clicking on the “Pencil Icon” at the top of the page.

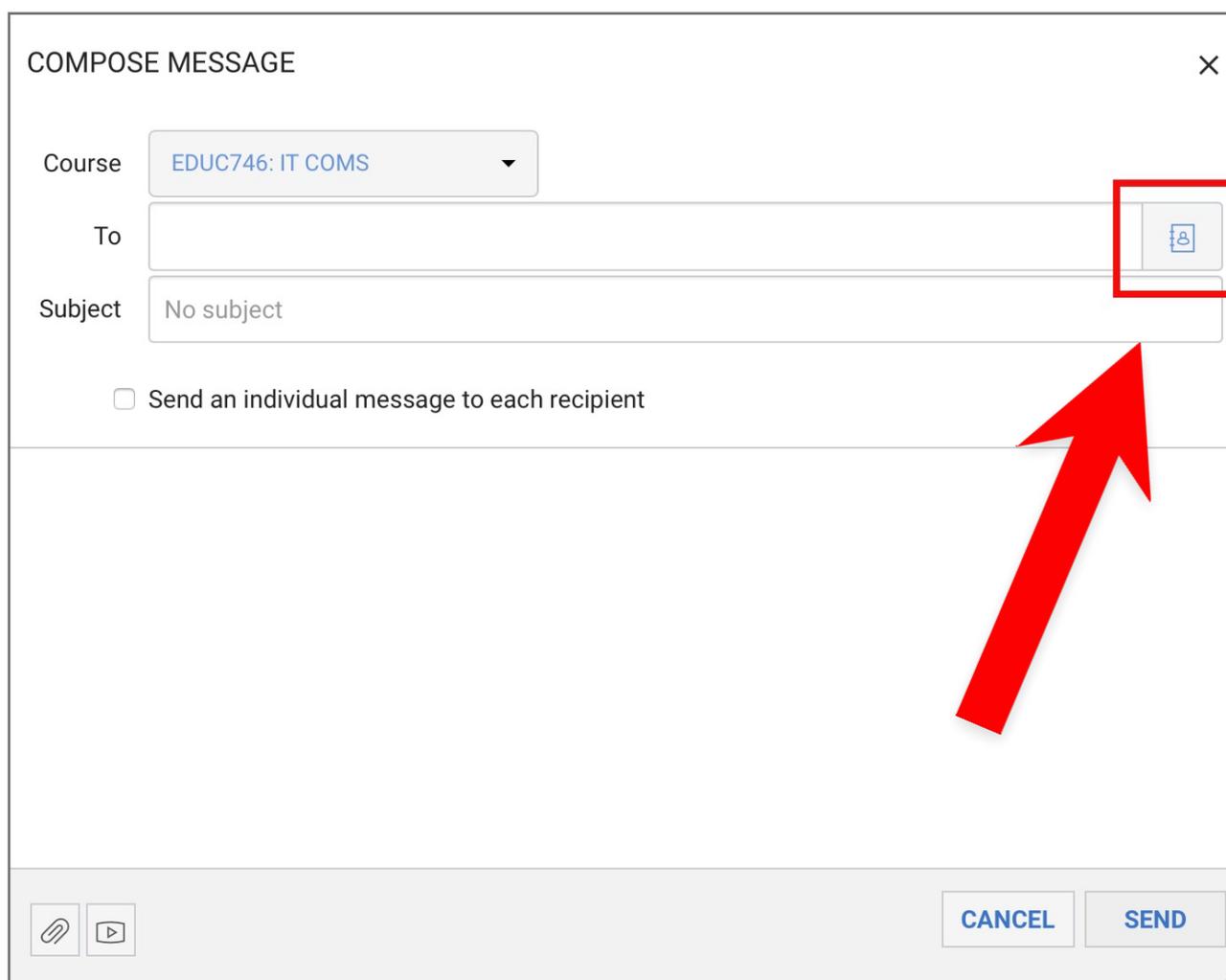


Step 3: Select your desired course from the Course list. In this example we will be using “EDUC746: IT COMS”.



The screenshot shows a 'COMPOSE MESSAGE' dialog box. The 'Course' dropdown menu is open, displaying a list of 'Favorite Courses'. The first item, 'EDUC746: IT COMS', is highlighted with a red box. Other items in the list include 'Resident 16 Week Template', 'Resident 8...e_IT COMS', and 'Resident Canvas Training'. The 'Subject' field contains the text 'Select course'. At the bottom of the dialog, there are 'CANCEL' and 'SEND' buttons, along with icons for attaching files and videos.

Step 4: Click on the “Address Book” next to the To field.



The screenshot shows the 'COMPOSE MESSAGE' dialog box with the 'Course' dropdown set to 'EDUC746: IT COMS'. The 'To' field is empty, and the 'Address Book' icon (a small book with a person) is highlighted with a red box. A large red arrow points to this icon. The 'Subject' field contains the text 'No subject'. Below the 'Subject' field, there is a checkbox labeled 'Send an individual message to each recipient'. At the bottom of the dialog, there are 'CANCEL' and 'SEND' buttons, along with icons for attaching files and videos.

Step 5: To message a student, select “Students” then click on the student’s name.

Note: To message multiple students, repeat this step for each student you would like to message. To message your entire course, select students and then click “All” in Students.

COMPOSE MESSAGE

Course: EDUC746: IT COMS

To: |

Subject: All in EDUC746: IT COMS (People: 8)
Teachers
Teaching Assistants
Students
Student Groups

CANCEL SEND

COMPOSE MESSAGE

Course: EDUC746: IT COMS

To: |

Subject: Back
All in Students (People: 3)
Brent Bartlow
Justin Berry
Nawona Nhekairo

CANCEL SEND

Step 6: Add your subject line.

COMPOSE MESSAGE

Course: EDUC746: IT COMS

To: Brent Bartlow

Subject: No subject

Send an individual message to each recipient

CANCEL SEND

Step 7: When messaging more than one person, select “Send an individual message to each recipient”. If the box is not checked, students will be able to see other student’s replies.

COMPOSE MESSAGE

Course EDUC746: IT COMS

To Brent Bartlow

Subject No subject

Send an individual message to each recipient

CANCEL SEND

Step 8: Compose your message and click “Send”.

COMPOSE MESSAGE

Course EDUC746: IT COMS

To Brent Bartlow

Subject No subject

Send an individual message to each recipient

CANCEL SEND

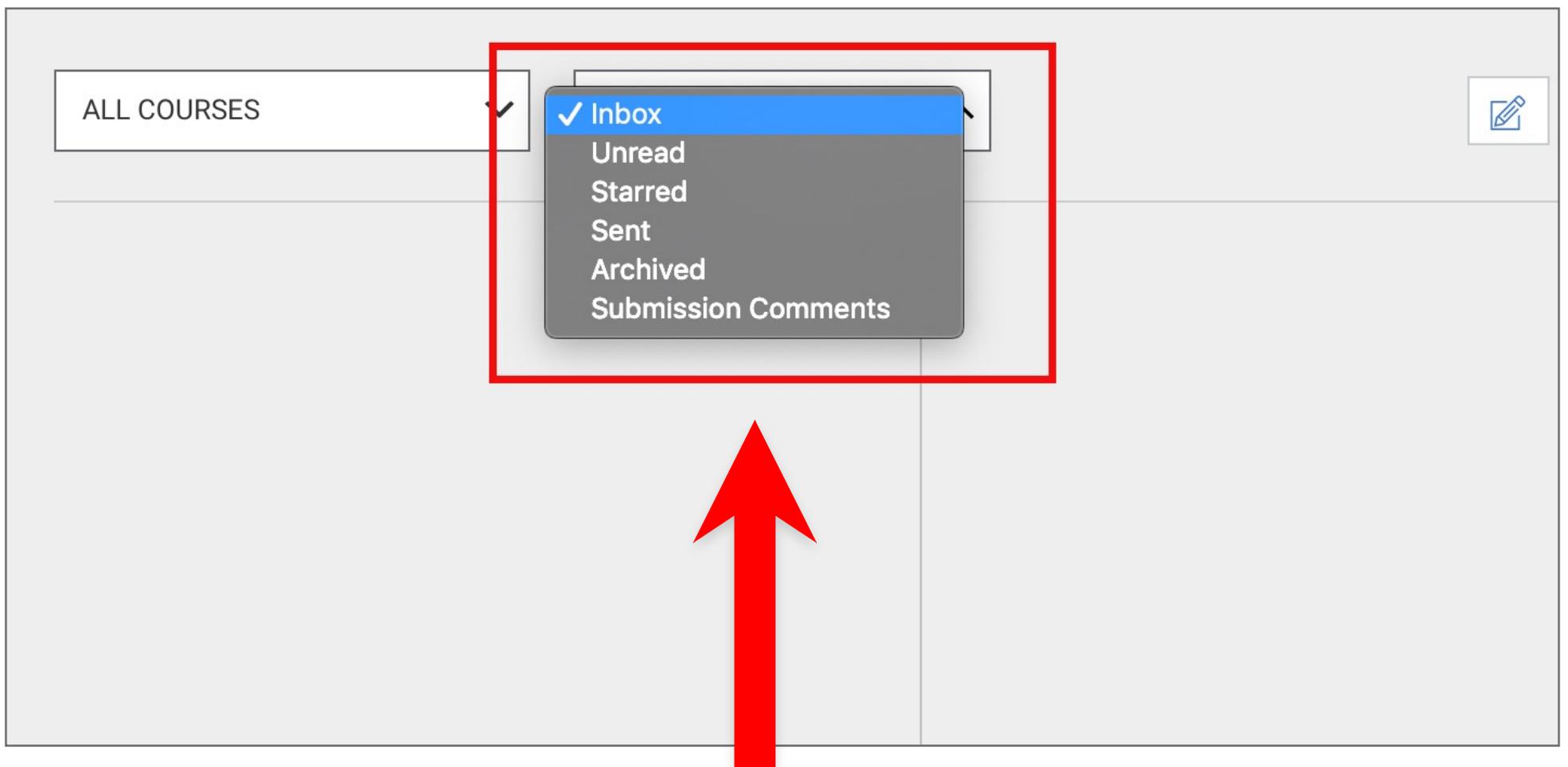
Tips for Success!

If you would like to message a Teacher's Assistant, Faculty Member or Student Groups. Follow steps 4 and 5, to select the appropriate recipient title and follow remaining steps.

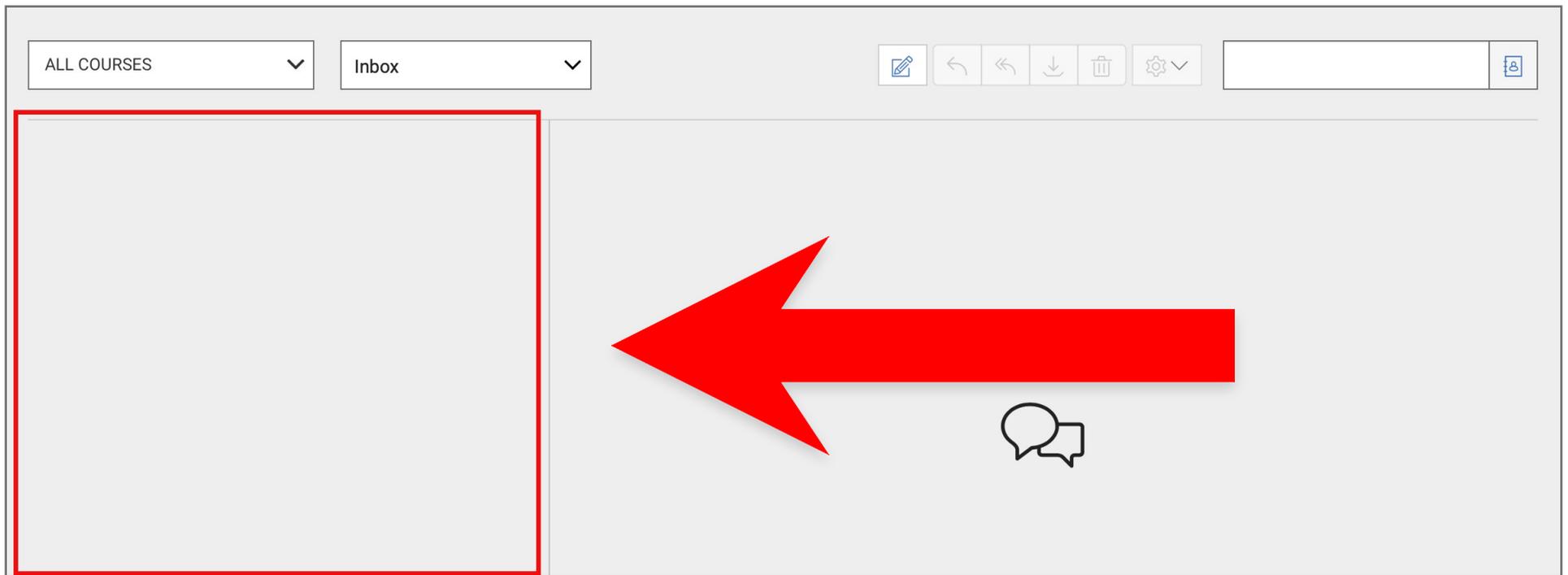
Step 9: On the top left side of the Inbox you are able to filter your inbox. Click on the "Course" drop-down menu to only view messages from a specific course. Click on the "Inbox" filter drop-down menu to filter the messages you see.



Step 10: By default, "Inbox" shows all of the messages in your inbox. There are additional options to filter by Unread, Starred, Sent, Archived, and Submission Comments.



Step 11: Any messages sent or received will appear on the left side of the Inbox page. Click on a message you want to view. The message thread will appear in the center.



Tips for Success!

If you receive a Canvas message in your Liberty email account, you can reply right in your Liberty Email and a copy of the reply will be sent to your Canvas Inbox. Please note that if you need to add an attachment, you will need to go the Canvas Inbox to reply.

Ensure your notification settings are correct by viewing our [“ How to Set Up Notifications”](#) tutorial video to ensure you are receiving up-to-date messages in your Canvas Inbox.