

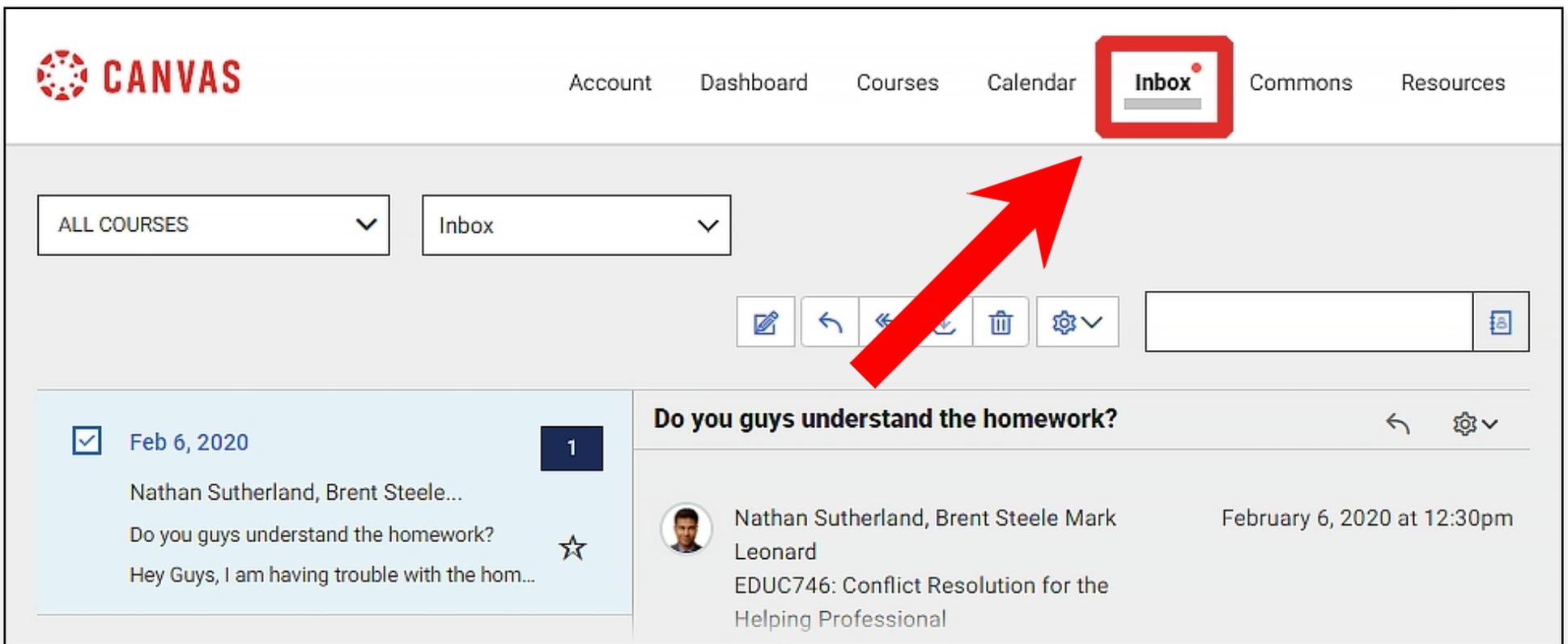


How to Use the Canvas Inbox

Introduction

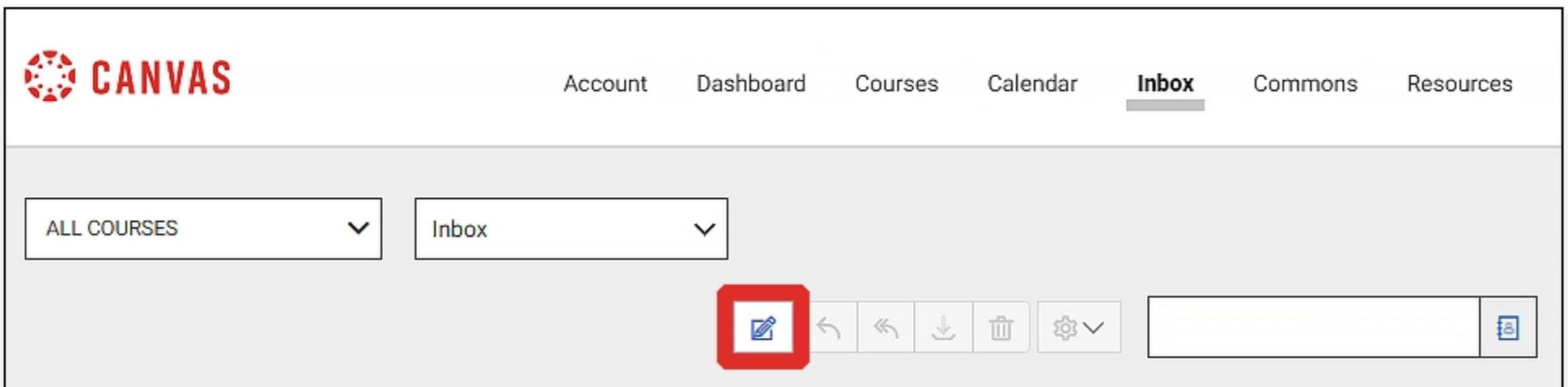
[▶ Play Video!](#)

Within Canvas you can send messages to faculty members or other classmates. To do this, select Inbox from the top Canvas Menu.



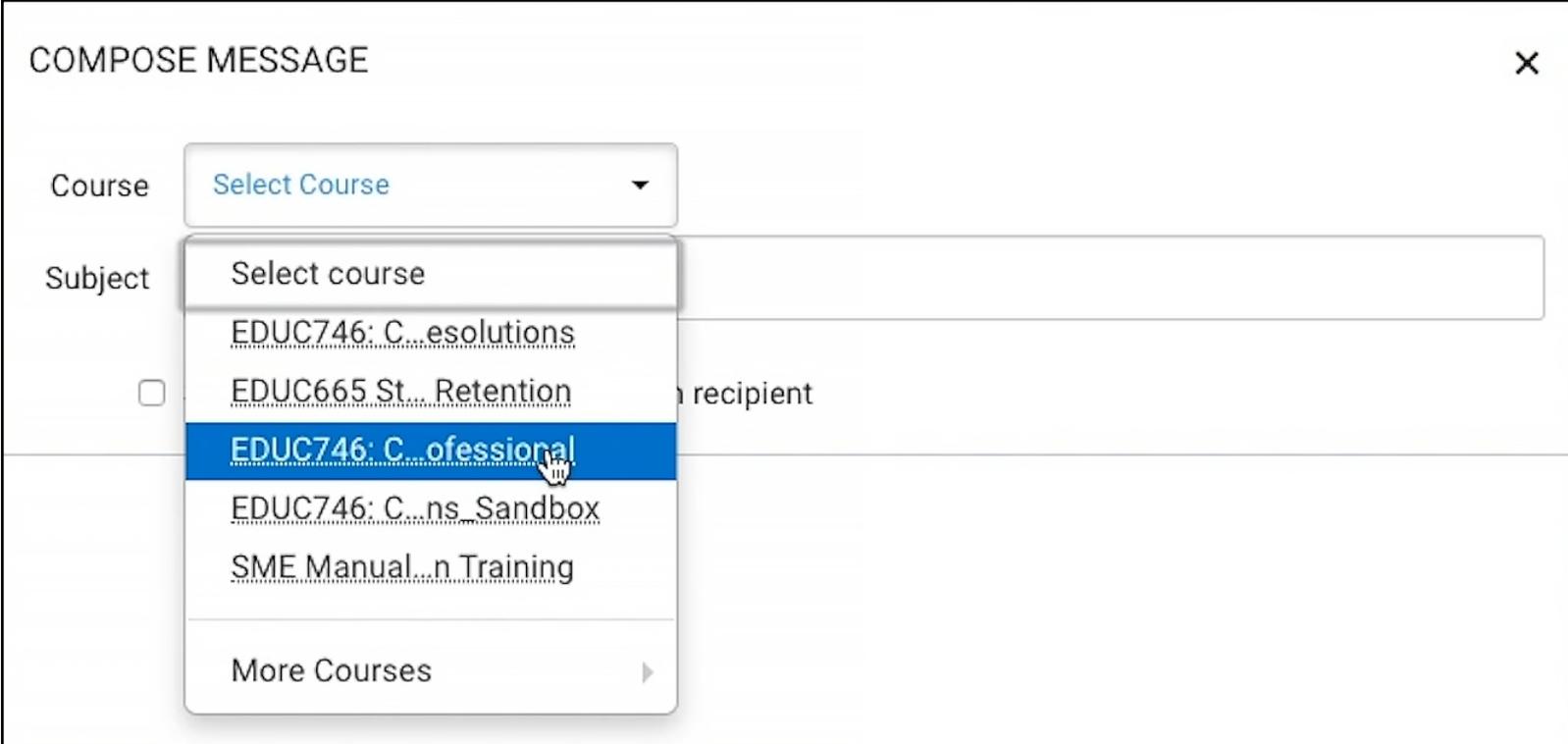
Compose New Message

To Compose a new message, click on the Pencil Icon at the top of the page.



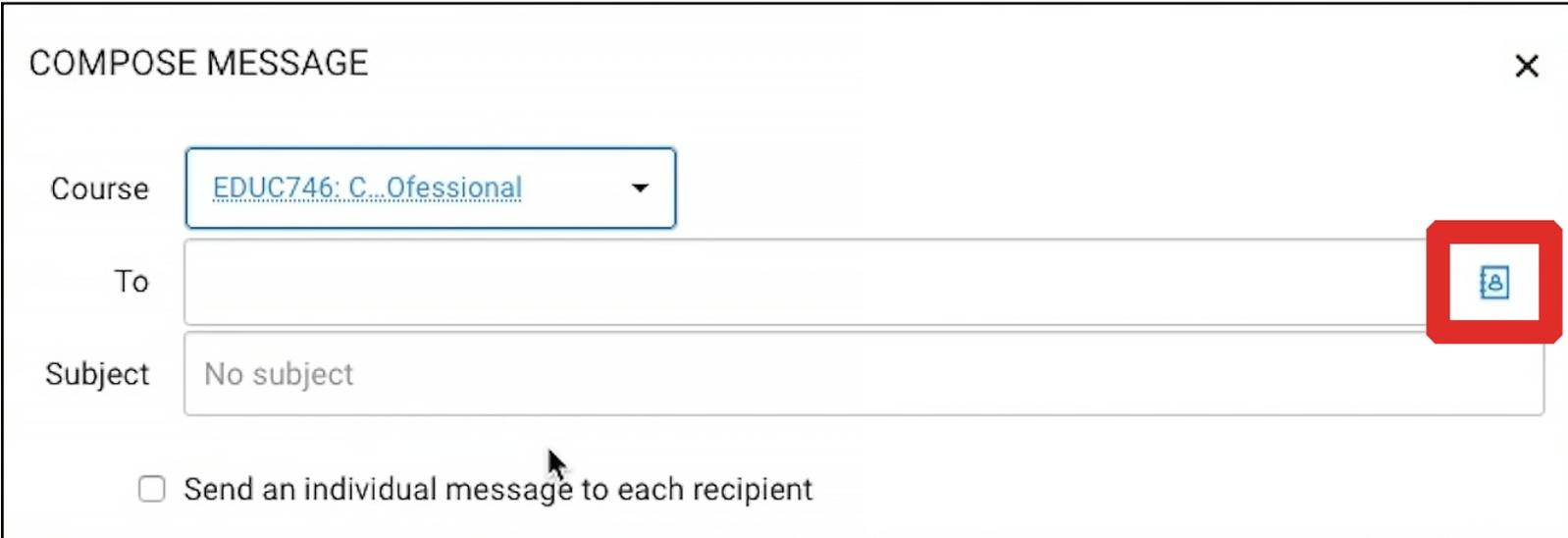
Compose New Message (continued)

Select your desired course from the Course list, and then click on the address book next to the "To" field.



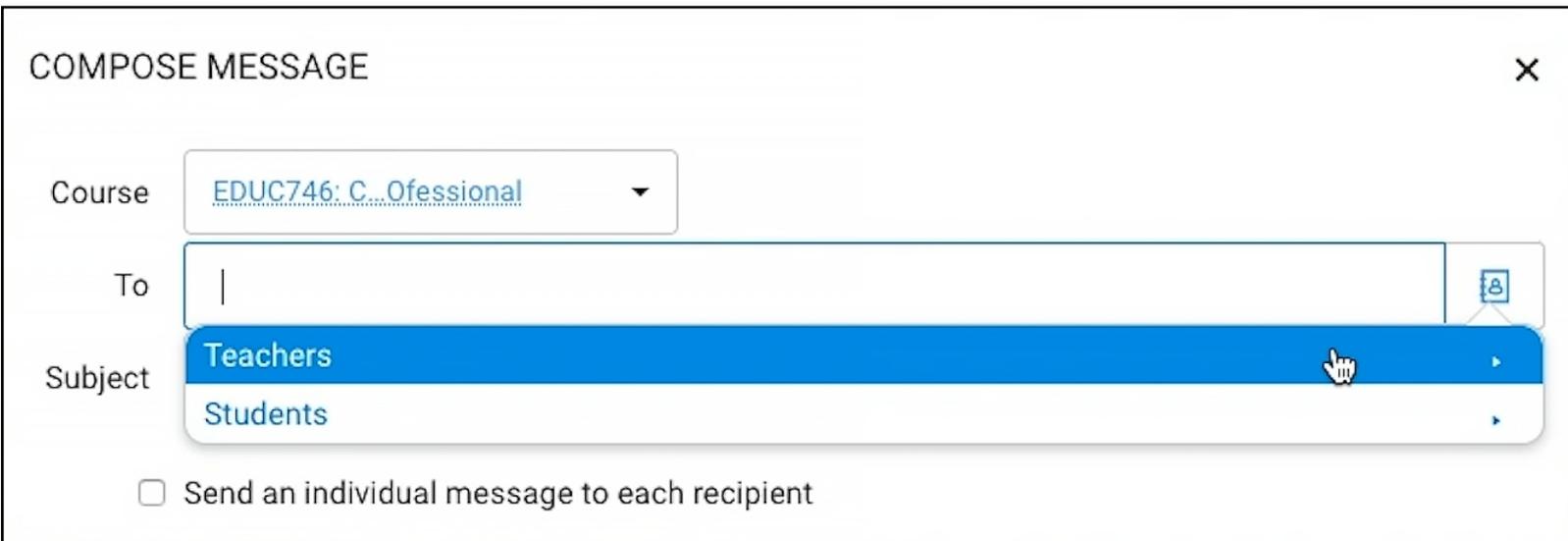
The screenshot shows the 'COMPOSE MESSAGE' dialog box. The 'Course' dropdown menu is open, displaying a list of course options. The option 'EDUC746: C...ofessional' is highlighted in blue, and a mouse cursor is pointing at it. Other visible options include 'Select Course', 'EDUC746: C...esolutions', 'EDUC665 St... Retention', 'EDUC746: C...ns_Sandbox', 'SME Manual...n Training', and 'More Courses'. The 'Subject' field is empty, and the 'To' field is partially visible with the text 'recipient'.

Select Course



The screenshot shows the 'COMPOSE MESSAGE' dialog box. The 'Course' dropdown menu is set to 'EDUC746: C...Ofessional'. The 'To' field is empty, and the address book icon (a blue square with a white person icon) is highlighted with a red box. The 'Subject' field contains the text 'No subject'. There is a checkbox labeled 'Send an individual message to each recipient' which is currently unchecked.

Click the Address Book



The screenshot shows the 'COMPOSE MESSAGE' dialog box. The 'Course' dropdown menu is set to 'EDUC746: C...Ofessional'. The 'To' field is empty, and a dropdown menu is open below it, displaying two options: 'Teachers' and 'Students'. The 'Teachers' option is highlighted in blue, and a mouse cursor is pointing at it. The 'Subject' field is empty. There is a checkbox labeled 'Send an individual message to each recipient' which is currently unchecked.

Select Group Listing

Compose New Message (continued)

COMPOSE MESSAGE

Course [EDUC746: C...Ofessional](#)

To

Subject [Back](#)
[Dr. Sparky Flames](#)

Send an individual message to each recipient

Select Individual from List

Add your subject line and compose your message.

COMPOSE MESSAGE

Course [EDUC746: C...Ofessional](#)

To [Dr. Sparky Flames](#)

Subject [Help with Homework](#)

Send an individual message to each recipient

Dr. Flames,

I am having trouble understanding the subject matter for this week's homework assignment. Could you provide some clarification?

Thanks,

Nathan Sutherland

Compose Message

I am having trouble understanding the subject matter for this week's homework assignment. Could you provide some clarification?

Thanks,

Nathan Sutherland

Send Message

More than One Person

COMPOSE MESSAGE ✕

Course [EDUC746: C...Ofessional](#) ▼

To Mark Leonard Brent Steele +

Subject Do you guys understand the homework?

Send an individual message to each recipient

Received / Sent Messages

Messages you've sent and received will appear on the left. Click on a message you want to view, and the message thread will appear in the center.

ALL COURSES ▼ Inbox ▼ ✍ ↶ ↷ ↓ 🗑 ⚙ +

Feb 6, 2020 1

Nathan Sutherland, Brent Steele...

Do you guys understand the homework? ☆

Hey Guys, I am having trouble with the home...

Do you guys understand the homework? ↶ ⚙

 Nathan Sutherland, Brent Steele Mark Leonard February 6, 2020 at 12:30pm

EDUC746: Conflict Resolution for the Helping Professional

Hey Guys,

I am having trouble with the homework for this week. What exactly are we supposed to do? Any help would be appreciated.

Thanks!

Nathan Sutherland

Look for a red notification icon on the Inbox tab for new messages.

 Account Dashboard Courses Calendar Inbox Commons Resources