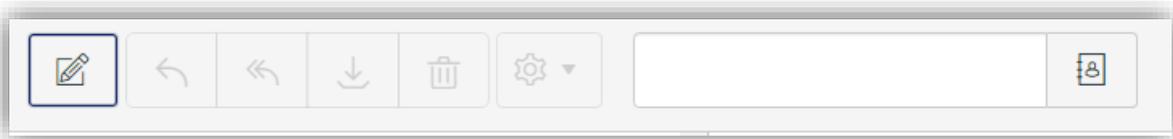


How to use the Canvas Inbox

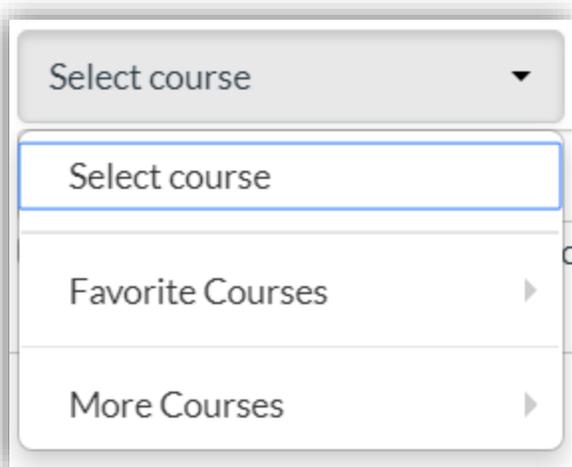
Canvas Messages are located in the Inbox Tab from the Menu Bar.



1. Click the 'Compose' tab.



2. You must select the Course before you can select an Instructor or a Student as a recipient.



3. After choosing a Course, you can choose a Recipient. To search for a user, type the user's name in the "To" field. You can also use the Address Book icon to the right of the "To" field.

Course: ASTR&100...ASTRONOMY ▾

To: 

Subject: No subject

Send an individual message to each recipient

To: 

Subject: All in ASTR&100 W20 1576 - SURVEY OF ASTRONOMY People: 35

- Teachers ▶
- Students ▶
- Course Sections ▶

4. Comprise the message in the body and click **Send**. All content is sent as plain text. **Note:** If you include a URL in your message, the URL will automatically become a clickable link after you send the message. If you want to include an attachment or media file, click the attachment or media file icons located at the bottom left of the "**Compose Message**" window.

Compose Message ×

Course: ANTH&206...THROPOLOGY ▾

To: 

Subject: No subject

Send an individual message to each recipient

  Cancel **Send**