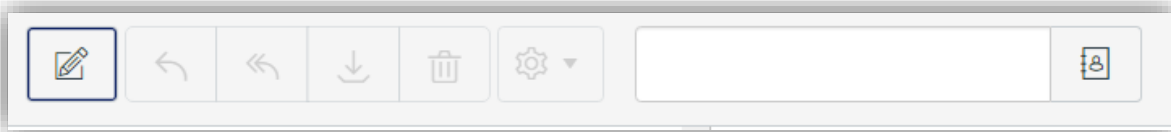


How to use the Canvas Inbox

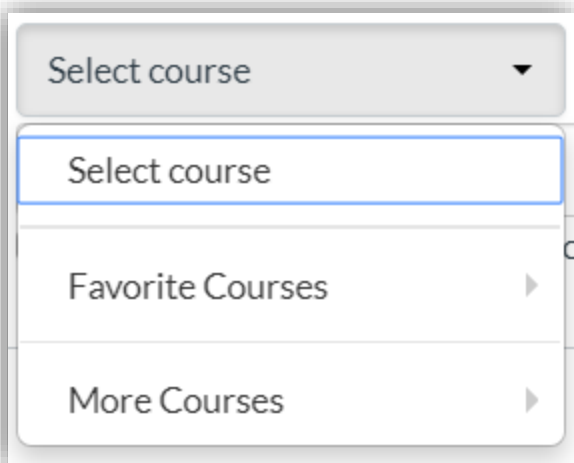
Canvas Messages are located in the Inbox Tab from the Menu Bar.



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.

The screenshot shows a 'Compose Message' form. The 'Course' dropdown menu is set to 'ASTR&100...ASTRONOMY'. The 'To' field is empty, with an address book icon to its right. The 'Subject' field contains the text 'No subject'. Below the subject field, there is a checkbox labeled 'Send an individual message to each recipient' which is currently unchecked.

This screenshot shows the dropdown menu for the 'To' field. The menu title is 'All in ASTR&100 W20 1576 - SURVEY OF ASTRONOMY' with 'People: 35' to its right. The menu contains three items: 'Teachers', 'Students', and 'Course Sections', each with a right-pointing arrow next to it.

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.

The screenshot shows the 'Compose Message' form with a message body. The 'Course' dropdown is set to 'ANTH&206...THROPOLOGY'. The 'To' field is empty with an address book icon. The 'Subject' field contains 'No subject'. The 'Send an individual message to each recipient' checkbox is unchecked. The message body is empty. At the bottom left, there are icons for attachments and media. At the bottom right, there are 'Cancel' and 'Send' buttons.