

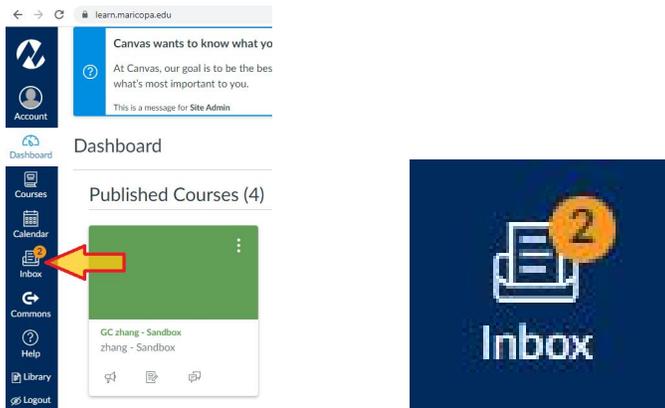
## How to Use Canvas Inbox to Communicate with the Instructor

### What is the Inbox feature in Canvas?

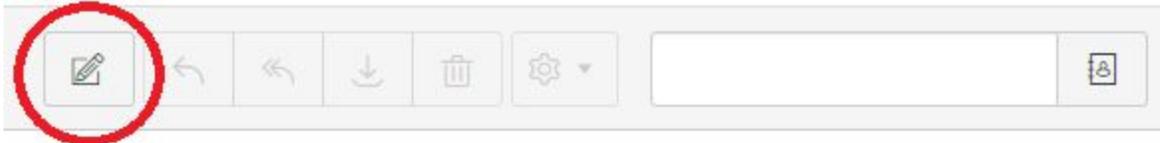
*Inbox is the messaging tool used inside of Canvas like email to communicate with your instructor, an individual student, or a group of students. You can communicate with other people in your course at any time.*

### How to use the Inbox

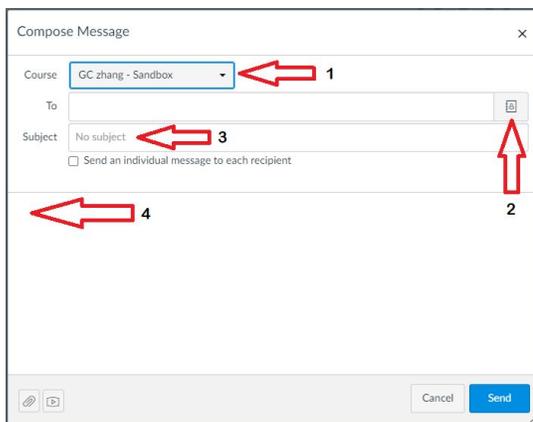
- ❖ In Global Navigation which is located on the left side of the webpage, click the **Inbox** icon. The numbered indicator shows how many unread messages you have.



- ❖ Click the **pencil icon** on the upper right corner to compose a new message.



- ❖ Choose your **course**, **recipient(s)**, input **subject**, and start **typing** your message.

A 'Compose Message' dialog box. It has a 'Course' dropdown menu set to 'GC zhang - Sandbox' with a red arrow labeled '1' pointing to it. Below is a 'To' field with a red arrow labeled '3' pointing to it. A 'Subject' field contains 'No subject' with a red arrow labeled '3' pointing to it. Below the subject field is a checkbox labeled 'Send an individual message to each recipient'. A large red arrow labeled '4' points to the main message body text area. A red arrow labeled '2' points to the 'Send' button at the bottom right.

*For technology support, please join <https://meet.google.com/swn-wbrd-whk>.*