Quick Guide: How to Communicate With Your Instructor in Canvas

Canvas uses an Inbox feature to help keep track of your conversations from all of your classes. To contact your instructor, you can use an Inbox message.

Create an Inbox Message

1. Locate the User Dashboard, and click the “Inbox” link.

2. You will see two different frames. The frame at the left contains a preview menu. Here, you can see all the messages you have for categories such as unread (incoming), sent, and important (starred) messages.

3. You can compose a new message, or a response to a message in the Inbox, in the frame at the right.
4. Type the name of your instructor in the “To” field in order to select your instructor as recipient with options.

![Image of New Message window with Deb Mateik as recipient]

5. Type your message in the body of the window below the To: field. You can also attach files and record audio/video directly in the message. Once your message is finished, click the Send button.

![Image of New Message window with options to attach or record]

(Note: if your instructor has set notification preferences to receive Conversation messages via an email client, he or she may need to return to the Inbox to listen to or view an audio/video message attachment.)