Navigate Conversations: Inbox Message

Also see our video tutorial: Using Communication Tools (Email)

Inbox Message: Instructure Canvas refers to all messages in Inbox as Conversations. The Conversation Inbox is organized chronologically from the current email to the oldest email.

• Step 1: Choose “Inbox” on the main navigation bar.
• Step 2: On the top right drop-down menu, you can organize the messages by each course.

• Step 3: Click on the compose email icon to send an email.