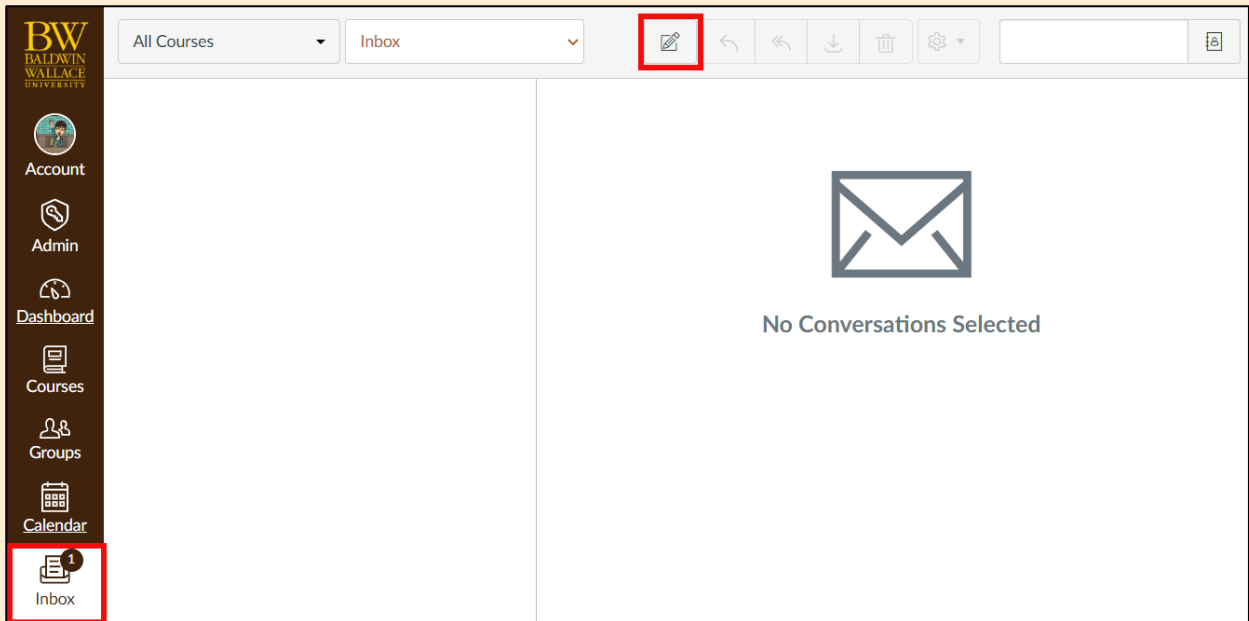
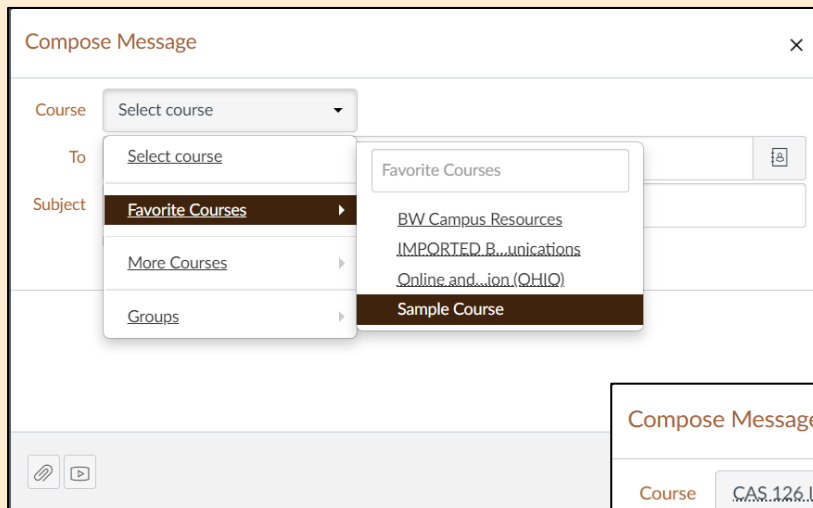


Emailing Your Students Through the Canvas Inbox

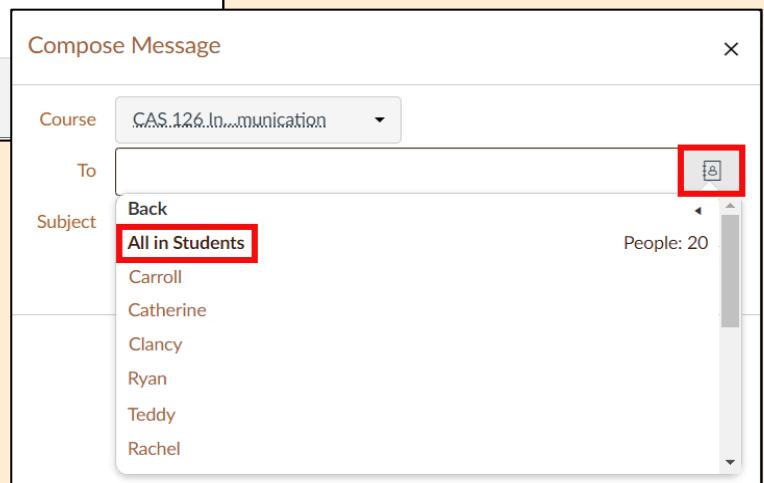
1. You can send an email to all of your students using the Canvas Inbox! From the Canvas left navigation menu, click on “Inbox.” Then, click “Compose.”



2. In the “Course” field, choose the course.



3. Next, on the far right of the “To” field, click the Directory icon and choose the recipients. In most cases, you will probably select “All in Students.” (You also have the option to choose specific names if you only want to send the message to specific people.)



NOTE: You cannot send an email to multiple classes at one time. You will need to send separate emails.

4. Add the subject line. If you are sending the message to all students, any/all replies are returned on the same message thread. If you want to keep replies separate, check the box **“Send an individual message to each recipient.”**

Add your message. The icons in the lower left allow you to attach a document/file or record an audio or video message for your recipients. Click **“Send.”**

Compose Message

Course: CAS.126.Introduction to Communication

To: CAS 126 Introduction to Communication: Students

Subject: Final Papers Are Due Tomorrow!

Send an individual message to each recipient

This is a reminder that your final papers are due tomorrow by midnight. As previously announced, no late papers will be accepted. Begin working on the presentation requirement of your paper. We will discuss this more next week.
Professor G.

Cancel Send

IMPORTANT NOTES:

- Your students will receive these messages in **2** places:
 - Their Canvas Inbox (accessible on the Canvas dashboard)
 - Their BW Outlook Inbox.
- Be aware that students can modify their personal communication settings in both Canvas and Outlook to block certain messages or have them sent to the Spam folder. If students are not receiving your messages, it may be a setting on their device that’s blocking it.
- Students can reply to your message from either Canvas or Outlook.
 - Attachments (such as an assignment) can **ONLY** be sent to you from a student’s Canvas Inbox. Files cannot be sent from Outlook to Canvas. If a student attaches a file in an Outlook reply, you will not receive it.
- Your course must be **published** in order to communicate with students.
 - Prior to the start of a term, many faculty wish to reach out to students. You will need to publish your course to do this. Remember that you can publish your course (for communication purposes) and still block students from accessing your course materials prior to the start of the term. Contact your BW Instructional Designer for assistance.