CONVERSATIONS IN CANVAS

• The conversations tool looks similar to email, and you can use it to communicate with your instructor and classmates.
• You can read messages in the conversations tool through Canvas.
• Remember to routinely check for new messages and to adjust your notifications settings, so you are properly alerted when new messages arrive.
• To write a new message, click the "Compose a New Message" icon at the top of the screen:

When you do, a dialog box will open. There are seven key components to using Canvas’ messaging system:

Your message:

Class,

Please remember to bring your textbooks to class tomorrow.

All the best,

C. Reyes
1. **Select a course**: Choose the course you want to contact from the drop down menu.

2. **Choose recipients**: Choose who to email. You can email all students at once, or select specific students to contact.

3. **Add a subject heading**: Write a word or phrase that alludes to the contact of the email.

4. **Send individual messages**: Always check this box. Doing so will make it easier for students to locate email conversations in their Canvas inbox.

5. **Compose a message**: State any pertinent information the students need to know.

6. **Attach files**: Use the icon on the left to attach documents and the icon on the right to attach audio or video files.

7. **Send**: Click to send the email.