Inbox

Canvas has an internal messaging, or conversation, system. Your students can email you using the messaging system, and you can read and reply to student messages within Canvas. You can send messages to individual students, groups of students, or to the entire class.

Navigate to the Inbox on your Global Navigation bar to find the conversation system. If you right-click the Inbox, you can open the system in a new tab so you can use the system while doing other things in Canvas.

Set your notifications to receive email conversations from students when they send them using the messaging system. You can view and reply to their message within Outlook without logging in to Canvas.

To learn more, go to: <https://guides.instructure.com/m/4152/l/48299-how-do-i-use-conversations>