

How do I use the Inbox as an instructor?

The Inbox is split into two panels and displays messages chronologically. You can view and reply to conversations and sort them by course or inbox type. The Inbox itself does not have any file size limits; however, attachments added to a conversation are included in the sender's personal files.

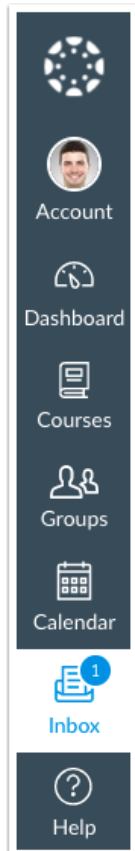
Notes:

- If you right-click or option-click on the Inbox link, you can open your Inbox in a new browser tab to keep it handy while you are doing other tasks in Canvas.
- Users display in the Inbox once they have an active enrollment in the course, and users cannot join a course unless it is published.
- Once a course has concluded and its term date has passed, you can no longer message students in that course.

Open the Inbox

In Global Navigation, click the **Inbox** link.

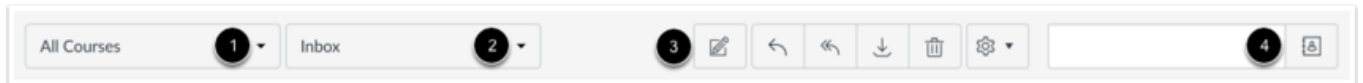
If the Inbox link includes a numbered indicator, the indicator shows how many [unread messages](#) you have in your Inbox. Once you read the new messages, the indicator will disappear.



View Toolbar

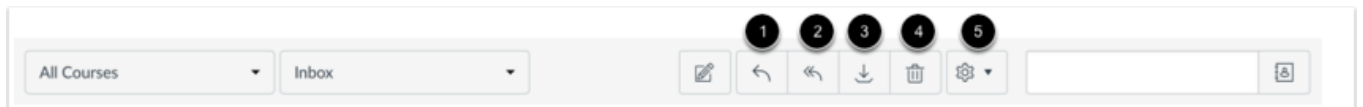
The toolbar includes global message options. To load conversations, [filter your messages](#) (ADD HYPERLINK) by course or group [1] and type [2]. Filtering by type lets you filter messages by Inbox, Unread, Starred, Sent, Archived, and Submission Comments. You can [compose a message](#) (ADD HYPERLINK) at any time using the compose icon [3].

You can also search for conversations by user in the **Search by user** field [4].



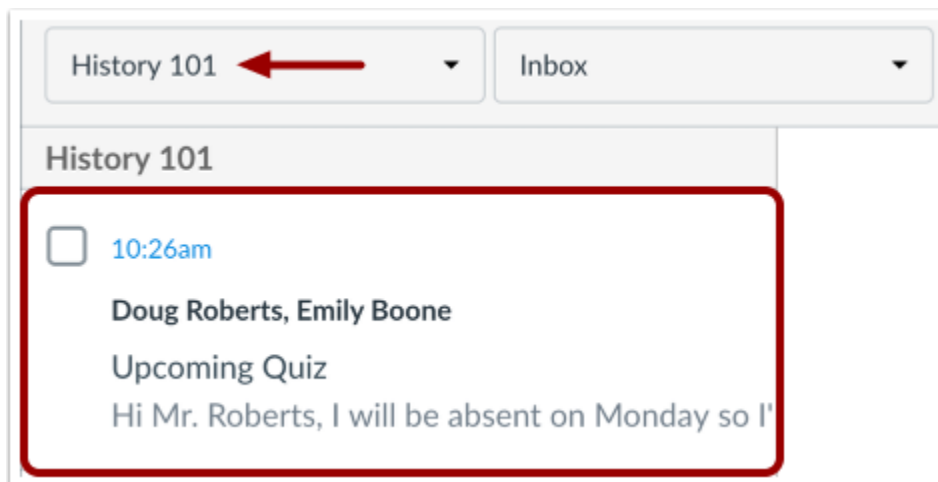
Once you have selected a conversation, you can use the other options in the toolbar to:

1. [Reply](#) to a conversation
2. [Reply-all](#) to a conversation
3. [Archive](#) a conversation
4. [Delete](#) a conversation
5. [Forward](#), mark a conversation as read or unread, and [star](#) conversations



View Inbox Panels

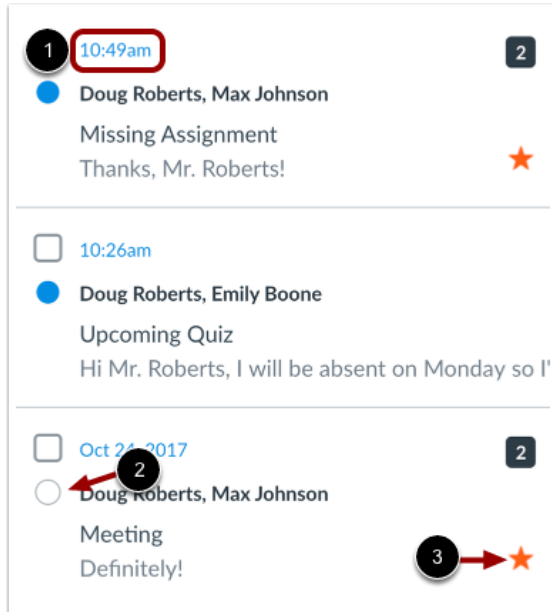
Conversations for your selected course and Inbox filter appear in the left Inbox panel.



View Conversations

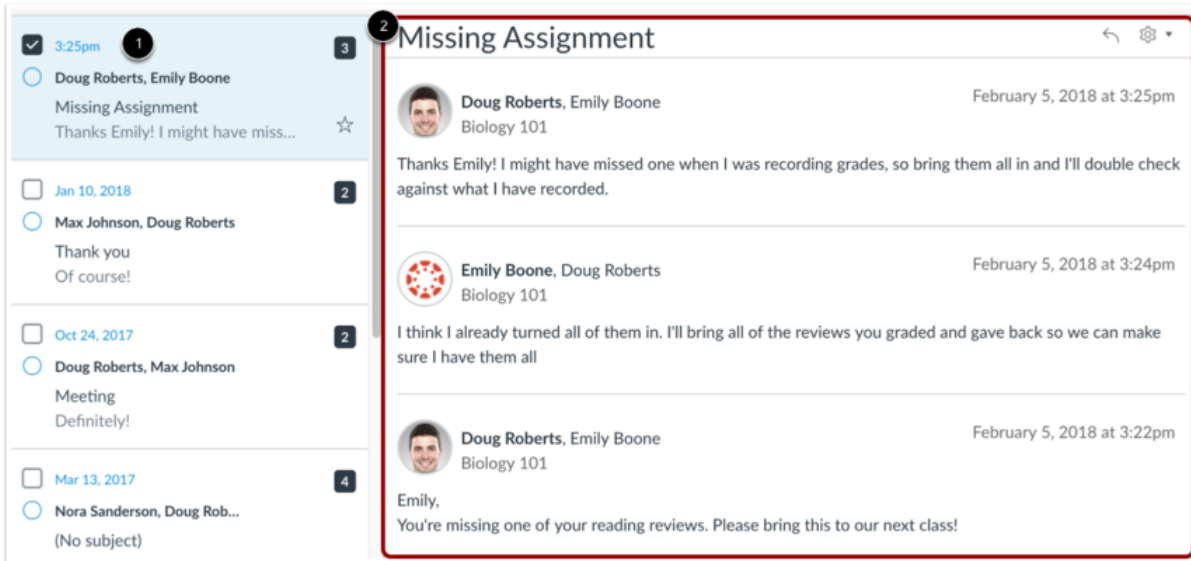
The Inbox is organized chronologically from newest to oldest with the newest conversations appearing on top [1] and the older conversations at the bottom.

You can manually mark a conversation as read or unread by hovering over the conversation and clicking the circle to the left of the conversation [2]. To star a conversation, hover over the conversation and click the star to the right of the conversation [3].



View Conversation Thread

When you select a conversation [1], all messages in the conversations thread appear in the right Inbox panel [2].



Manage Conversation Thread

Within each conversation, you can reply, reply-all, forward, or delete the entire conversation thread [1]. You can also hover over an individual message and use the same commands within the individual message [2].

The screenshot displays a Microsoft Teams chat window. On the left is a sidebar with a list of conversation threads. The top thread is selected and highlighted in light blue. It shows a checkmark icon, the time '3:25pm', and a badge with the number '3'. Below it are two other threads: one from 'Jan 10, 2018' with a badge '2', and one from 'Oct 24, 2017' with a badge '2'. At the bottom of the sidebar is a thread from 'Mar 13, 2017' with a badge '4'. The main chat area on the right is titled 'Missing Assignment'. At the top right of this area are two icons: a speech bubble with a checkmark and a gear icon, both enclosed in a red box with a '1' next to them. The first message is from 'Doug Roberts, Emily Boone' (Biology 101) dated 'February 5, 2018 at 3:25pm'. It has a '2' badge and a red box with a '2' next to it containing a speech bubble and gear icon. The message text is: 'Thanks Emily! I might have missed one when I was recording grades, so bring them all in and I'll double check against what I have recorded.' The second message is from 'Emily Boone, Doug Roberts' (Biology 101) dated 'February 5, 2018 at 3:24pm'. The message text is: 'I think I already turned all of them in. I'll bring all of the reviews you graded and gave back so we can make sure I have them all'. The third message is from 'Doug Roberts, Emily Boone' (Biology 101) dated 'February 5, 2018 at 3:22pm'. The message text is: 'Emily,'.

Select Multiple Conversations

To select multiple messages to archive, delete, mark as read, mark as unread, or star, click the check box for each message [1]. You can also press the command key (Mac) or the control key (Windows) while clicking each message you want to select. In the Inbox toolbar [2], click the desired option.

To select all messages, click the command + A keys (Mac) or the control + A keys (Windows).

To select a range of messages, click the first message you want to select, hold down the Shift key, and then click the last message you want to select. All messages between the first and the last messages will be selected.

Note: You can also click the message check box or use the same keyboard command to deselect a message.

