

Inbox

How do I use the Inbox as a student?

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 conversations once they have an active enrollment in the course, and users cannot join a course unless it is published.
- Once a course has concluded, you cannot message users in that course.

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.

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].

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

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].

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.

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

How do I reply to submission comments in the Inbox as a student?

Submission Comments allows users to view all comments sent and received from assignment submissions. You can reply to submission comments directly from the Inbox.

You can also reply to comments directly from assignment submissions.

Note: For muted assignments, submission comments are not displayed until the assignment is unmuted.

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

Click the **Inbox** filter [1] and select the **Submission Comments** option [2].

Each message contains the name of the course and the name of the submission. Click the submission comment where you want to reply.

In the toolbar, click the **Reply** icon [1]. You can also click the reply icon in the conversation thread [2].

Note: In Submission Comments, the name of the course assignment links to the assignment [3]. This link allows you to access the assignment submission and view any associated attachments that may be part of the submission comment.

In the text window, type your comment for the submission [1]. Click the **Send** button [2].

View your reply in the conversation thread.

Replies are also posted back to the assignment and can be viewed in the Grades page and the assignment submissions page.

How do I send a message to a user in a course in the Inbox as a student?

In the Inbox, you can send a message to one user or multiple users in a course.

If your recipient list contains more than 100 users, your message will automatically be sent as individual messages to each user. As the sender, you will also be included in the total recipient count.

Notes:

- Currently you cannot message users in multiple courses.
- You can also send a message to yourself, but messages can only be viewed in the Sent messages folder.
- Users display in the Inbox once they have an active enrollment in the course, and users cannot join a course unless it is published.
- You cannot send messages to users in concluded courses.

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

Click the **Compose** icon.

In the **Course** drop-down menu [1], select the course where you want to send your message [2].

Search for the user in the **To** field [1]. Alternatively, you can locate and select a user by clicking the **Course Roster** button [2].

To search for a user, type the user's name in the **To** field [1]. Select the user's name from the list [2].

To send a message to multiple users, add names of the users in the **To** field [1].

You can send an individual message to each recipient by clicking the **Send an individual message to each recipient checkbox** [2].

In the subject line field [1], enter a subject line for your message.

If you are sending your message to multiple users, but you do not want each user to see who else was included in the message, click the **Send an individual message to each recipient checkbox** [2]. If your message includes over 100 recipients (including you as the sender), this checkbox will be selected by default.

In the message field [3], type your message. All content is sent in plain text. URLs included in a message automatically become clickable links after the message is sent.

To include an attachment or media file, click the **Attachment** or **Media File** buttons [4].

When you are finished, click the **Send** button [5].

How do I delete a conversation as a student?

You can delete conversations from your Inbox when you no longer need them.

You can also [delete individual messages](#) from a conversation instead of deleting the entire thread.

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

Select the conversation.

To select multiple messages to delete, click the message checkbox or press the command key (Mac) or the control key (Windows) while clicking each message you want to select. You can also click the checkbox or use the same keyboard command to deselect a message.

Click the **Delete** icon.

Note: You can only delete your copy of the conversation. You cannot delete the conversation for all recipients.

To delete multiple conversations, select the message checkbox or press the command key (Mac) or control key (Windows) while clicking each message you want to delete [1]. Then click the **Delete** icon [2].

Select the **OK** button. All messages from that conversation will be deleted.

Note: New messages sent to you by any participant in a deleted conversation will still appear in your Inbox.