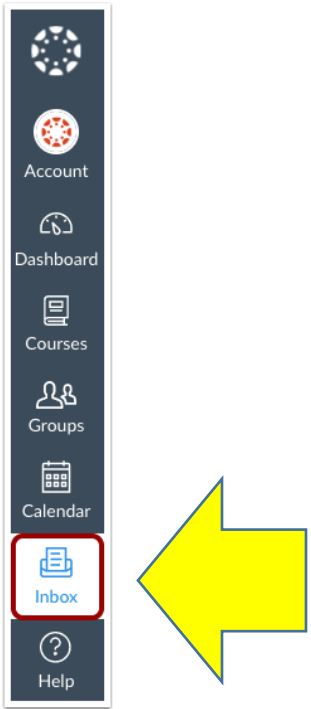


Madison School District

How To Email Your Teacher in Canvas

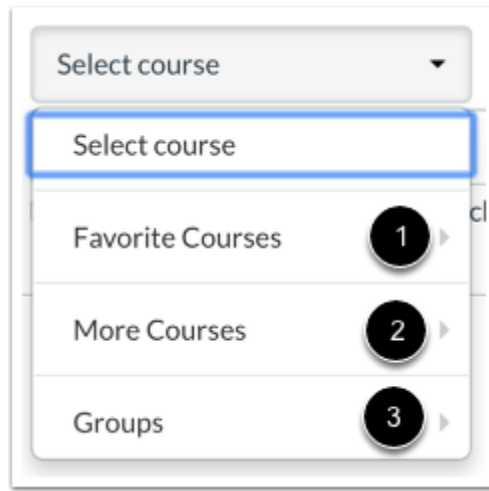
1. Open Inbox - In Global Navigation, click the **Inbox** link.



2. Compose Message - Click the **Compose** icon.



3. **Select Course** - In the Courses drop-down menu, select the course where you want to send your message. You can filter your courses by current favorite courses [1], more courses [2], or course groups [3].



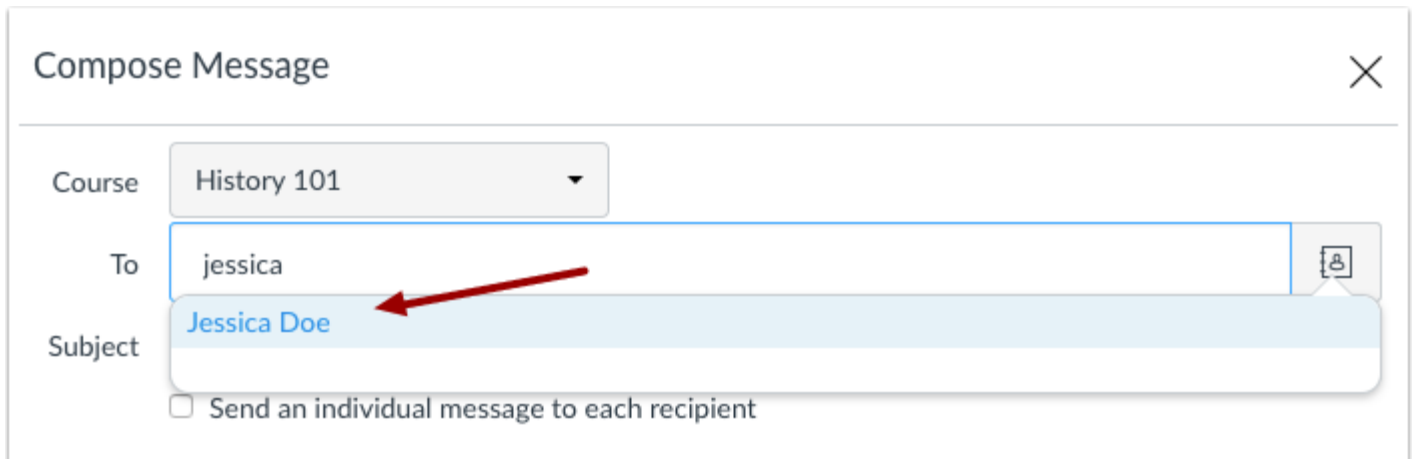
4. **Add User** - To add a user, you can search for the user in the To field [1] or you can use the Course Roster [2].

A screenshot of a 'Compose Message' form. The form has a title bar with 'Compose Message' and a close button (X). Below the title bar are three main fields: 'Course' with a dropdown menu showing 'History 101', 'To' with a search bar and a circular icon containing the number '1', and 'Subject' with a text box containing 'No subject'. To the right of the 'To' field is a circular icon containing the number '2' and a user icon. Below the 'Subject' field is a checkbox labeled 'Send an individual message to each recipient'.

5. **Search for Teacher** - To search for a teacher, type the teacher's name in the To field. Canvas will automatically populate matching names. If multiple names appear, use the arrow key to select the user's name. Then press the **Enter** key. The user's name will appear in the To field, highlighted in light blue.

If you accidentally select the wrong user, press the **Delete** key (on a MAC keyboard) or the **Backspace** key (on a PC keyboard) to remove the user.

You can also hover over a user's name and click the white x to remove the user from the list.



Compose Message ✕

Course History 101 ▾

To jessica 👤

Subject Jessica Doe

Send an individual message to each recipient