Canvas: How to Email Your Class

1) Click **Inbox** in the global navigation

2) Click **Compose a new message**

3) Select the course you would like to email by clicking the drop down menu next to **Course**
   Please note that if you are composing a message to a non-favorite course it will be listed under **More Courses**. Similarly, if you intend to write to a concluded course it will appear under **Concluded**.

4) Click the **contact book icon** in the **To** field
   - To send an email to the entire class, click the name of the course
   - To send an email to an individual member of the course, click **Teachers** or **Students** then click the desired person on the drop down menu
5) Enter the subject of the email in the Subject field (1)
6) Enter the body of the email in the field below Subject (2)
7) To attach files or multimedia items, click the buttons (3) in the bottom left corner
8) When ready, click **Send (4)** to disperse the message