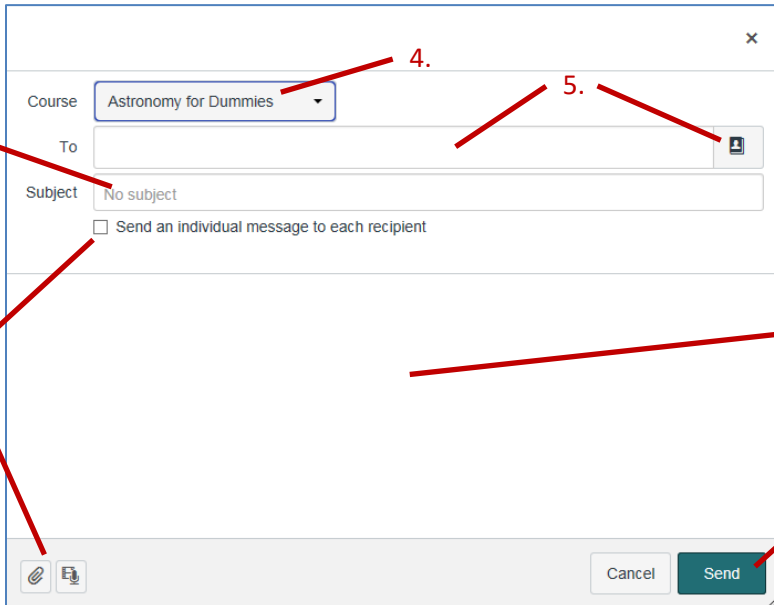# Students: E-mail Your Instructor/Class

Any enrolled student can send e-mail to their instructor and/or other enrolled students.

Canvas (Conversations a.k.a. Inbox)

1. Access Canvas:
   a. Go to the Canvas login screen via myCuesta (Online Learning channel on the Student tab) or a web browser (http://cuesta.instructure.com).
   b. Enter your username and password, and then click **Login**.
   *Canvas will open to Dashboard view.*

2. Click **Inbox** Inbox in the Global Navigation menu (far left).

3. Click the **Compose a new message** button.
   A new message window will open.

4. Click the **Select course** button and choose the course from the drop-down list.
5. Enter recipient name(s) in the **To** field by doing any of the following:
   - Type all or part of a name in the To field, and then select from the name list that will appear.
   - Click the Browse button , click a category and then select from the name list.
6. Enter a subject in the **Subject** field.
7. Optional:
   - Click "**Send an individual message to each recipient**" checkbox to hide recipients' names.
   - Click the **Add an attachment** button , then locate and double-click on a file attach to the e-mail.
   - Click the **Record an audio or video comment** button to add your voice and/or image.
     Note: Requires microphone and/or video cam connected to computer.
8. Type your message in the large message area.
9. Click **Send**.

(See https://community.canvaslms.com/docs/DOC-2670)

Canvas (Help)

1. Access Canvas:
   a. Go to the Canvas login screen via myCuesta (Online Learning channel on the Student tab) or a web browser (http://cuesta.instructure.com).
   b. Enter your username and password, and then click **Login**.

   Canvas will open to Dashboard view.

2. Click **Help** in the Global Navigation menu (far left).

   A pop-out menu will appear.

3. Click **Ask Your Instructor a Question**.

   A form will appear in the pop-out menu.

4. Select the desired class, type your message in the Message field and then click **Send Message**.