

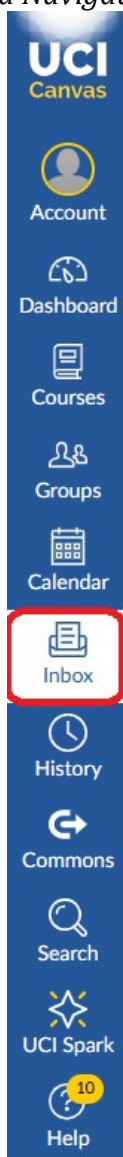
CANVAS CLASS EMAILS

Instructions for sending class emails though Canvas: <https://canvas.eee.uci.edu/>

Open Inbox

Once logged into Canvas, open your inbox by clicking the **Inbox** icon/link located in the navigation panel on the left side of the page.

Expanded Navigation Panel

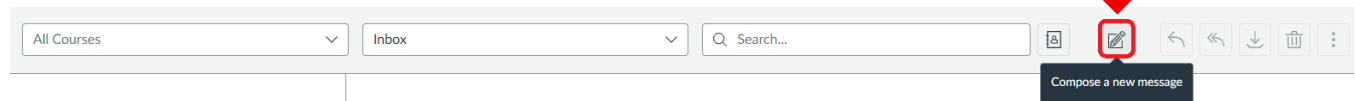


Minimized Navigation Panel



Compose Email

Click on the *Compose* icon on the right on the top panel of the inbox page.



The following menu will pop up.

Compose Message

×

Course

Select Course

☐ Send an individual message to each recipient

To *

Q Insert or Select Names

Subject

Insert Subject

Message *

Cancel

Send

Select Course

Select the class you would like to send an email to from the **Course** drop-down menu.

Compose Message



Course

Select Course



Ashar | LAW 5120: Toward Abolition Democracy (84196)

Immigrant Rights Clinic

Community & Economic Development (CED) Clinic

Lai | LAW 5292 SEM 1: NONCIT CRIM LEG SY (84358)

Lively | LAW 5204 LEC 1: COMPLEX INTERN GOV (84216)

International Justice Clinic

Startup and Small Business Clinic

Dakwar | LAW 5620 SEM 1: PALESTINE & ISRAEL (84199)



Cancel

Send

Choose Recipients

Click the **To** drop-down menu to select the users you would like to receive your message.

Compose Message ✕

Course

Ashar | LAW 5120: Toward Abolition Democracy (84196) ✕

☐ Send an individual message to each recipient

To *

All in Ashar | LAW 5120: Toward Abolition Democracy (84196)

People: 33

Teachers >

Students >

Observers >

Course Sections >



Cancel

Send

To send a message to all users (e.g., students, teachers, etc.) in the class, select the **All in [course name]** option.

Compose Message ×

Course

Ashar | LAW 5120: Toward Abolition Democracy (84196) ×

☐ Send an individual message to each recipient

To *

Q Insert or Select Names



All in Ashar | LAW 5120: Toward Abolition Democracy (84196)

People: 33

Teachers >

Students >

Observers >

Course Sections >



Cancel

Send

Send Message

1. Enter a **Subject** line for your message.
2. Leave the **Send an individual message to each recipient** checkbox unchecked.
 - a. Click the checkbox if you do not want each user to see who else was included in the message.
3. Write your message. All content is in plain text. URLs included in a message automatically become clickable links after the message is sent.
4. Click the **Attachment** or **Media File** buttons if you would like to attach any files.
5. When your message is complete, click the **Send** button.

Compose Message ×

Course

Ashar | LAW 5120: Toward Abolition Democracy (84196) ×

☐ Send an individual message to each recipient

2

To *

All in Ashar | LAW 5120: T... ×



Include Observers

1

Subject

Insert Subject

3

Message *

4



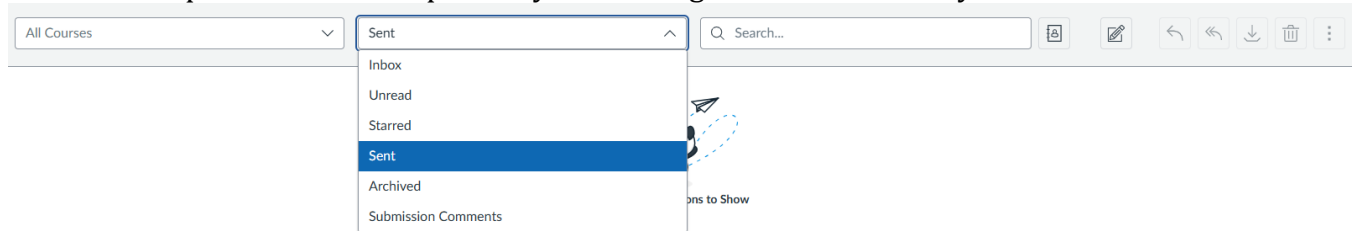
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Cancel

Send

View Message

Choose the **Sent** folder from the drop-down menu at the top of the page to see the message you sent at the top of the folder. Replies to your message will be shown in your **Inbox**.



The screenshot shows a web-based email interface. On the left, there is a sidebar with a dropdown menu currently set to 'All Courses'. To its right is another dropdown menu for email folders, which is open and shows the following options: 'Inbox', 'Unread', 'Starred', 'Sent' (highlighted in blue), 'Archived', and 'Submission Comments'. To the right of the folder menu is a search bar labeled 'Search...'. Further right is a row of icons for email actions: a person icon, a pencil icon, a reply icon, a reply all icon, a download icon, a delete icon, and a more options icon (three dots). Below the folder menu, a paper airplane icon is visible next to the text 'ons to Show'.