

To Email Your Instructor (Teacher)

1. Login to Canvas
2. Select the **Inbox** icon on the left.
3. Click the **Compose** icon (sheet of paper with the pencil) in the upper right corner.
4. The Compose window will display.
5. Select the **Course** drop-down.
6. Select **Favorite Courses**.
7. Select the **Course** you are trying to send a message to.
8. Click the **Address Book** icon.
9. Select **Teachers**.
10. Select the **instructors'** name.
11. Enter a **subject** line for your message.
12. In the **message** field, type your message.
13. Click the **Send** button when you are finished.

Your message will appear at the top of your Sent folder. When someone replies to your message, the message will be shown in the Inbox.

Click the link to see how it's done: [Emailing Your Teacher](#)