

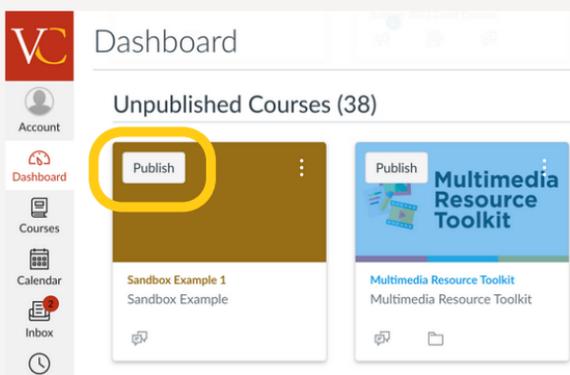
HOW TO EMAIL STUDENTS THROUGH CANVAS BEFORE THE START OF TERM



In order to email students through Canvas Conversations/Inbox prior to the start of a course, your course must be published. You can unpublish modules, or delay module publishing until the course start date, to restrict what students can view of the course.

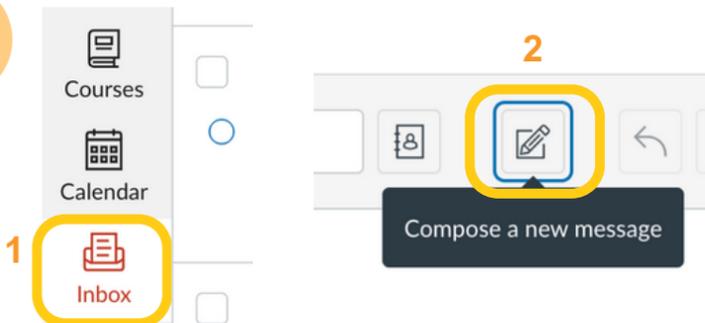
To email students before start of the term:

01



After deciding what content you want hidden, **Publish your Canvas course.**

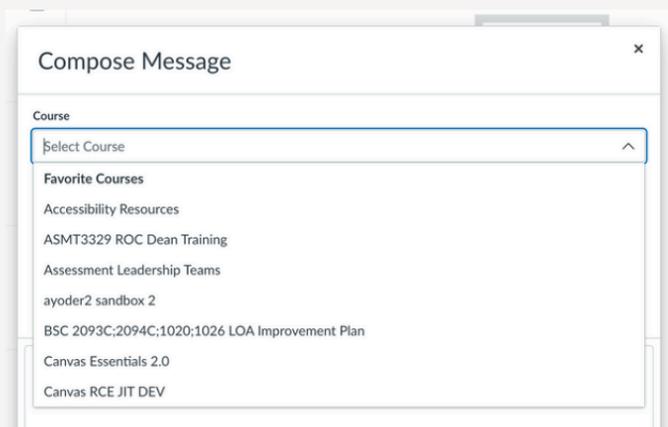
02



Click on the (1) **Canvas Inbox** on the left-hand global navigation menu.

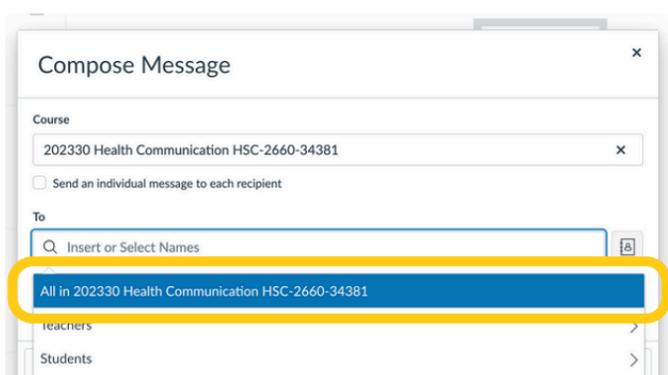
(2) Click the pencil icon in the top right to **compose a new message.**

03



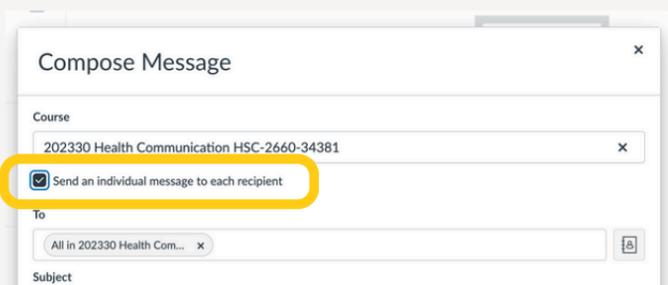
A Compose Message window will appear. In the **Course field**, select the course CRN you would like to email.

04



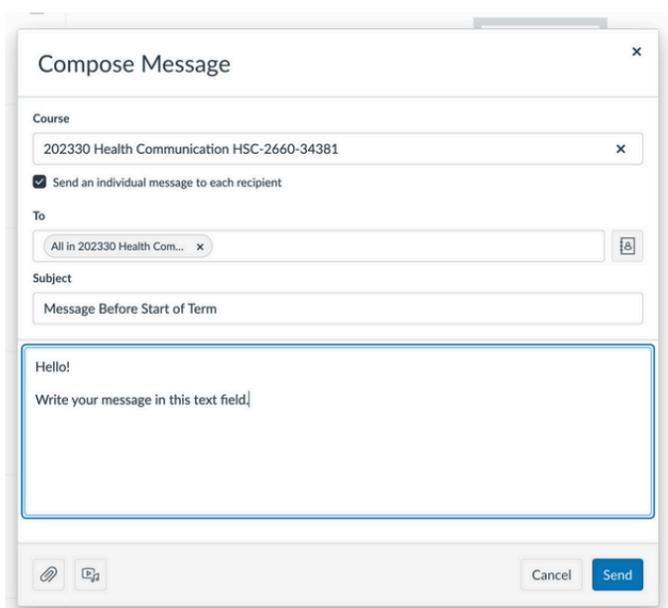
In the **To field**, you are able to select the first option which indicates messaging all participants in the course.

05



Check "**Send an individual message to each recipient**" to send an individual message to each student.

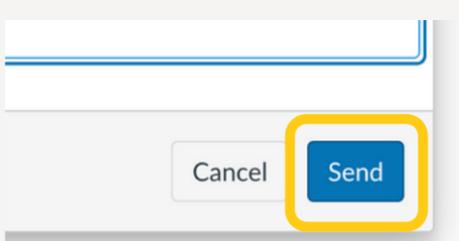
06



Write the subject of the message in the provided **Subject** field. Now you may write your message in the available text field. All content is sent in plain text.

Note: If you include a URL in your message, the URL will automatically become a clickable link after you send the message. If you want to include an attachment or media file, click the attachment or media file icons at the bottom of the Compose Message window.

07



When ready to send to students, click the **Send** button. The message will be sent to their email prior to the course start date for published courses.