

# CANVAS: INBOX FACTS

Instructors

## INBOX AND OUTLOOK

### INBOX IS NOT EMAIL

- The Inbox is a messaging system used by Canvas.
- Conversations sent from the Inbox will appear in Outlook as a notification email.
- Reply using the Canvas Inbox or creating a new message within Outlook because replying from a notification email in Outlook has been known to fail.

### WHAT ARE CONVERSATIONS?

This is the Canvas term for messages sent through the Inbox.

### WHAT ARE NOTIFICATIONS?

This is the Canvas term for alerts that are sent to Outlook.

- Students/Instructors can change if/when notifications are sent to their ACPHS email.
- Students/Instructors can add alternative email addresses and cell numbers for text alerts.

## CHANGING NOTIFICATIONS

	Email Address
	@acphs.edu
<b>Conversations</b>	
Added To Conversation	<input checked="" type="checkbox"/> ⌚ 📅 ✕
Conversation Message	<input checked="" type="checkbox"/> ⌚ 📅 ✕
Conversations Created By Me	<input checked="" type="checkbox"/> ⌚ 📅 ✕

1. Select **Account**
2. Select **Notifications**
3. Scroll to **Conversations** and select the desired notification preferences **Notify me right away\***, **Send daily summary**, **Send weekly summary**, or **Do not send me anything**

\*Recommendations to set all conversation preferences to notify me right away

## ADDING A WAY TO CONTACT

The screenshot shows the Canvas LMS Settings page. On the left is a navigation sidebar with icons for Account, Admin, Dashboard, and a menu icon. The main content area is titled 'Settings' and includes a profile icon, a 'Full Name:' field with a subtext 'This name will be used for grading.', a 'Display Name:' field with a subtext 'People will see this name in discussions, messages and comments.', and a 'Sortable Name:' field with a subtext 'This name appears in sorted lists.'. On the right, a 'Ways to Contact' section is highlighted with a blue border. It contains an 'Email Addresses' section with a list showing '@acphs...' and a star icon, and a '+ Email Address' link. Below that is an 'Other Contacts' section with a 'Type' column and a '+ Contact Method' link. Three blue callout bubbles are present: '1' points to the Account menu item, '2' points to the Settings menu item, and '3' points to the 'Ways to Contact' section.

1. Select **Account**
2. Select **Settings**
3. Select either **+Email Address** to add another email or **+Contact Method** to add a cell number
4. Select **Notifications** to change the notification preferences of each email and cell number