How to send an Email to All Students in Canvas



1) Select the inbox



2) Select the pencil and paper icon which it would say "Compose a new message"

Compos	se Message	×
Course	Spring 2018 Training	
То	-	a 4
Subject	All in Spring 2018 Training	People: 2
	Teachers	·
	Students	• 5
0 0		Cancel Send

- 3) Select your Course you want to send the email to.
- 4) Click on the icon that look like a person on a notebook in the "TO" section.
- 5) Click on Students

Compose Message				
Course	Excel Basics -			
То			a	
Sulfact	Back		•	
$\boxed{6}$	All in Students		People: 31	
	Chastity Alexander			
	Echell Alexander		-	
	Cooper Barnett			
	Earnest Chancellor			
	Huong Chu			
	Monique Dede			
	Paulina Dinh		•	
			Cancel Send	

6) You would select All in Students.