

## HOW TO MESSAGE YOUR LECTURER IN CANVAS

1. Go to your inbox and select 'Compose a new message' icon:



2. Use the courses drop down menu to navigate to 'Favourite Courses' and select the course which your lecturer is teaching:

Compos	se Message		×
Course	Select course	•	
Subject	Select course	Favourite Courses	
	Favourite Courses	2021 T3 AI Approach 2022 T2 Aamatherapy 2021 T1 AR and Media 2021 T2 ARts Therapy 2021 T2 ARts Therapy 2021 T3 SOchotherapy 2021 T3 SOy Practice 2022 T1 PSe: Groups	
<i>()</i>			Cancel Send

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3. Once you have selected the course, use the address book icon to select teachers:

Compos	se Message	×
Course	2023 T1 ARd Practice -	
То		8
Subject	Teachers	•
	Students	•
	Course Sections	•
	Cancel	Send

4. You can then select the teacher you wish to message from the drop down list!

Compos	se Message	×
Course	2023.T1.ARd.Practice -	
То	1	a
Subject	Back	•
-	Anna Kellerman	
	Glenda Needs	
	Cancel	Send

