Conversations (Inbox Tool)

The Conversation tool provides a way to send and receive individual or group messages. One opts into this version of Conversations by clicking on the question mark icon on the right side of the Conversation window.

1. To access existing conversations, select **Inbox** from the toolbar.

2. You can filter the messages in your Inbox by selecting a specific course from the “All Courses” drop-down menu.

3. To start a new conversation, select the “Compose Message” icon (pen and paper). Then, a new window will popup in which you will compose your message. First, select a course from the drop-down menu.
4. Then, either type the name of the person you wish to contact, or use the address book function (as shown below) to send a message to a genre of course participant (teachers, students in a specific section, members of a specific group, etc.).

![Image of message interface]

5. You can attach files from your computer, record video/audio snippets, and provide a subject line. You can send a message to the whole class. Click in the “Send an individual message” checkbox, so that in your inbox the message will reflect that it has been sent to students individually. In this way, student responses will be returned to the sender only.

![Image of message interface with highlighted checkbox]

6. To manage messages in the Inbox, click on one message in the Inbox frame and use the Archive, Delete or gear options to manage the message.

![Image of Inbox interface with highlighted options]

7. To manage a range of messages, click on one message then either CTRL click (Windows) or CMD click (Mac) on other individual messages; to select all messages, click on one message then press CTRL-A (windows) or CMD-A (Mac). You can then use the Delete or Archive buttons to manage the selected messages.