

# Navigate Conversations: Inbox Message

**Inbox Message:** Instructure Canvas refers to all messages in **Inbox** as **Conversations**. The Conversation **Inbox** is organized chronologically from the current email to the oldest email.

- Step 1: Click on the **Inbox** tab in the upper right corner
- Step 2: Click on the **Inbox** button to view the options of **Inbox, Unread, Starred, Sent, Archived, and Discussion Replies message**
- Step 3: Click the **Pencil** icon to start a new message
- Step 4: Check the **New Message** box to type your message.
- Step 5: The option to **Attach** file or **Record** your message by clicking the **Attach** icon and **Record** icon
- Step 6: Click the **Send** button when you are done with the message

The screenshot displays the Canvas user interface. At the top right, the user's name 'Eileen Chen' and the 'Inbox' tab are visible, with a red circle '1' highlighting the 'Inbox' tab. Below the navigation bar, a sidebar on the left shows a list of message categories: 'Sent', 'VIEW', 'Inbox', 'Unread', 'Starred', 'Sent' (checked), 'Archived', and 'Discussion Replies'. A red circle '2' highlights the 'Inbox' button. The main content area shows a list of messages with a filter box and a search icon. A red circle '3' highlights the 'New Message' icon (a pencil). On the right side, a 'New Message' form is open, with a red circle '4' highlighting the 'To:' field. Below the form, there are 'Attach' and 'Record' buttons, with a red circle '5' highlighting them. Finally, a red circle '6' highlights the 'Send' button at the bottom right of the form.