

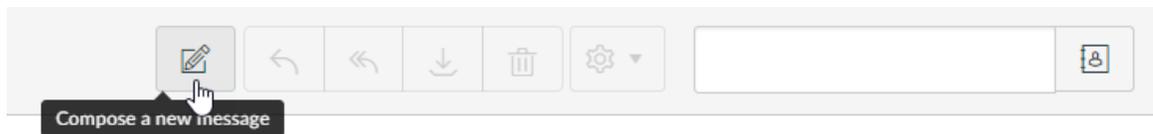
## How to Communicate with Students Before the Course Start Date

1. Click the **Publish** button on your course homepage to ensure the course is published. You will not be able to email students unless the course is Published.

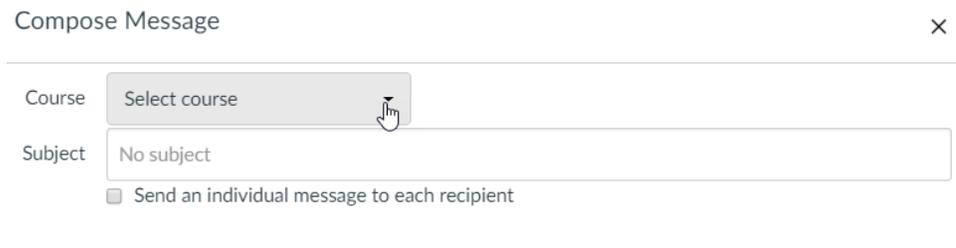
Course Status



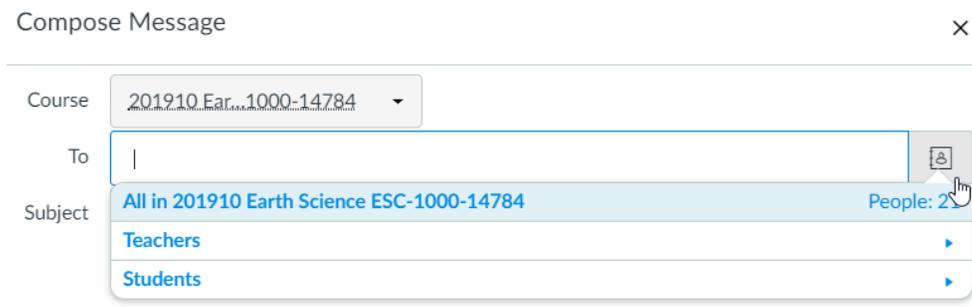
2. Go to your Canvas Messenger by clicking **Inbox** on the Global Navigation bar.
3. At the top of the Messenger bar, click **Compose New Message**.



4. Choose **Select Course** to determine which class you want to message.



5. Click the **Recipients** button located at the far right of **To**.



6. Select **Students** → **All in Students** to message the entire class. If you want to message individual students, then select the student's name.

## Compose Message



Course

To

Subject **Back**

**All in Students** People: 20

NOTE: You can check **Send an individual message to each recipient** box located below the subject line if you want each student to receive their own message.

## Centers for Teaching/Learning Innovation

Need help? Visit your campus CTLI for assistance.

### East Campus

Building 4, Room 133

Phone: 407-582-2425

### Lake Nona Campus

Bldg 1, Room 344

Phone: 407-582-7128

### West Campus

Building 6, Room 327

Phone: 407-582-5826

### Downtown Campus

Dr. Phillips Academic

Commons (DPAC)

Building, Room 261

### Osceola Campus

Bldg 4, Room 124

Phone: 407-582-4918

### Winter Park Campus

Room 126

Phone: 407-582-6919

### Poinciana Campus

Room 305

Phone: 407-582-6131